

PROSPECTUS



KITAAS

**Khaldunia Institute of Technology
and Applied Health Sciences**

Inspiring & Up Skilling Youth



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opposite EME society, Lahore, 54000

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

سُبْحَانَ اللَّهِ
وَالْحَمْدُ لِلَّهِ وَلَا إِلَهَ إِلَّا اللَّهُ
وَاللَّهُ أَكْبَرُ وَلَا حَوْلَ وَلَا قُوَّةَ
إِلَّا بِاللَّهِ الْعَلِيِّ
الْعَظِيمِ



Chairperson's Message

Education serves as the foundation of societal development and progress. It drives economic growth by fostering technological innovation, enhancing productivity, and unlocking human potential. Additionally, education expands perspectives, promotes open-mindedness, and encourages positive engagement with the world, ultimately contributing to social change.

Vision

As a forward-thinking educational institution, Khaldunia Institute of Technology and Applied Sciences (KITAAS) College is dedicated to providing a sustainable, accessible, and enriching environment where students can achieve their academic, cultural, and civic aspirations. Our goal is to deliver high-quality education that empowers individuals with the skills necessary to excel in their chosen fields. Through a strong emphasis on practical learning, we ensure that education remains a stimulating and impactful experience within our intellectually vibrant campus.



Mission

KITAAS College is committed to nurturing professionals who embody the spirit of critical and scientific thinking, serving as a skilled resource for both society and industry. We strive to foster long-term collaborations with academia and industry, creating meaningful opportunities and paving the way for innovation and progress.



KITAAS

Introduction

Khaldunia Institute of Technology and Applied Sciences (KITAAS) College operates under the esteemed banner of The Nizam Trust and aspires to become one of Lahore's leading institutions for skill-based education. Inspired by the legacy of the great Muslim scholar, philosopher, and scientist IBN-E-KHALDUN, KITAAS College embraces education from a social thinker's perspective.

The college offers a supportive and dynamic learning environment, enabling students to benefit from its unique educational resources. With a purpose-built campus, experienced faculty, state-of-the-art air-conditioned labs, and a well-equipped library, KITAAS College places a strong emphasis on skill development.

Our mission is to provide a transformative educational experience that nurtures creativity, critical thinking, problem-solving, entrepreneurship, collaboration, professionalism, and personal growth. We are committed to making quality education accessible and affordable, empowering students with the skills they need for a successful future.

Driven by a sense of moral and social responsibility, we are dedicated to shaping the next generation and contributing to the prosperity of our beloved country through education.

Core Values

- **Social Responsibility** – Commitment to contributing positively to society.
- **Passion for Excellence** – Striving for the highest standards in education and skill development.
- **Innovation** – Encouraging creativity and forward-thinking solutions.
- **Diversity** – Embracing inclusivity and varied perspectives.
- **Entrepreneurship** – Cultivating an entrepreneurial mindset to drive economic and social progress.



KHALDUNIA INSTITUTE OF TECHNOLOGY AND APPLIED SCIENCES (KITAAS COLLEGE)



Principal's Message

Education is the cornerstone of a nation's development. At Khaldunia Institute of Technology and Applied Sciences (KITAAS) College, we believe that an institution's role extends beyond academic excellence—it is about fostering critical thinking, lifelong learning, and preparing students to be responsible, productive members of an evolving global society.

Our rigorous academic programs are designed to achieve high learning outcomes while being deeply rooted in moral, cultural, and civic values. With the guidance of our exceptional faculty, state-of-the-art facilities, and a dynamic learning environment, we aim to provide students with the knowledge, skills, and confidence to excel in their careers and contribute positively to society. I am confident that our graduates, equipped with the training and expertise gained at KITAAS, will make a meaningful impact in their respective fields.

Programs Offered

- Doctor of Pharmacy (Pharm.D)
- Doctor of Physical Therapy (DPT)
- Bachelor of Computer Science (BSCS)





Doctor of Physical Therapy (DPT)

Physical Therapy is a vital component of modern healthcare, often referred to as the "science of healing and caring." This program focuses on movement-based treatments, manual therapy, physical agents, and therapeutic modalities to alleviate pain and improve patient outcomes. Our DPT program integrates best practices in physiotherapy, supported by fully equipped, modern laboratories.

Eligibility Criteria:

- Minimum 60% marks in Intermediate (Pre-Medical) / A-Level (Biology mandatory) or equivalent.
- No third division in Matriculation.
- Minimum 50% marks in the entry test.
-



Bachelor of Computer Science (BSCS)

Our BS (Hons) in Computer Science program delves into the theoretical foundations of information and computation, offering a scientific and practical approach to computing and its applications. With an industry-relevant curriculum and high-tech laboratories, students will gain hands-on experience to develop their problem-solving skills and technical expertise.

Eligibility Criteria:

- Minimum 50% marks in Intermediate or equivalent, as per the requirements of the respective regulatory councils.
- Admission is granted provisionally, subject to verification of certificates from the relevant Secondary Board.
- Equivalence certificate from IBCC Islamabad/Lahore is required (where applicable).

At KITAAS College, we are committed to providing a high-quality education that empowers students to excel in their chosen fields and contribute meaningfully to society.

KITAAS Facility *and* Infrastructure

The 16-kanal KITAAS Building comprises two blocks, specifically designed to foster academic excellence, research, and efficient institutional management. The following overview outlines the progress in infrastructure readiness for both blocks, highlighting the facilities available to students, faculty, and administrative staff.



Block 1: Overview & Development

Block 1 covers a total area of 8 Kanal and has been developed into a fully functional academic facility. Its construction and establishment align with the proposed infrastructure plan, incorporating key components such as four classrooms with a capacity of 50 students each, laboratories designed to support practical learning and research, faculty and administrative offices, and various amenities. The block is thoughtfully designed to foster an optimal learning environment, integrating state-of-the-art facilities to enhance the overall educational experience.



Block 2: Classrooms and Laboratories

Block 2, covering an area of 8 Kanal, has been further developed to meet diverse academic and practical learning requirements. It features nine classrooms—four with a capacity of 100 students and five designed for 50 students—offering a conducive environment for student engagement and interactive learning. To reinforce hands-on education, 12 specialized laboratories have been developed, including:

- **Pharmacy Lab** – Equipped for pharmaceutical studies and research.
- **Computer Labs** – Designed to support ICT-based learning and technological advancements.
- **Skill Lab** – Facilitating hands-on training and professional skill development.
- **DPT Lab cum Clinic** – Integrating theoretical learning with practical applications in physiotherapy.

These laboratories provide students with the necessary tools and equipment to engage in practical experiments and research, bridging the gap between theory and application.



Administrative & Faculty Spaces

To ensure efficient institutional management, Block 2 also houses various administrative offices, including:

- Chairperson's Office
- Directors' Offices (2)
- Principal's Office
- Assistant Director's Office
- Admin and Accounts Office
- Admissions Office



Additionally, faculty offices (14 in total) have been provided to create a conducive workspace for teachers, a boardroom has also been established to facilitate decision-making, meetings, and strategic planning.

Facilities and Amenities

To foster a comprehensive and inclusive educational environment, several essential amenities have been incorporated into the infrastructure:

- **Library** – A well-resourced space for academic and research materials, supporting students and faculty.
- **Cafeteria** – Providing a comfortable space for dining and social interaction.
- **Multipurpose Hall** – Designed for academic seminars, extracurricular activities, and institutional events.
- **Common Room** – A designated space for faculty members to collaborate and engage in discussions.
- **Prayer Room** – Ensuring inclusivity and accommodation of spiritual needs.
- **Animal House** – Supporting research and laboratory experiments in relevant disciplines.



Outdoor and Parking Areas

The infrastructure plan includes dedicated parking spaces and open areas, ensuring ease of access for students, faculty, and visitors. These outdoor spaces contribute to a well-structured campus layout, enhancing the overall functionality and accessibility of the institution.



Faculty



Dr. Asma Aleem PT
Program Incharge
DPT, MSOMPT,MPPTA



Dr Ans Abrar
Lecturer
DPT, MSCPT



Dr Abroo Naveed
Demonstrator
DPT(UOS)



Engr. Farzan Javed Shiekh
Program Incharge
DPT, MSOMPT,MPPTA



M. Sanaullah Tahir
Program Incharge
DPT, MSOMPT,MPPTA



sir aizaz
Program Incharge
DPT, MSOMPT,MPPTA



Zubair
Program Incharge
DPT, MSOMPT,MPPTA



Noorulain
Program Incharge
DPT, MSOMPT,MPPTA



sir aizaz
Program Incharge
DPT, MSOMPT,MPPTA

Rules & Regulation GCUF

Class Attendance

A student must maintain a minimum of 75% attendance in lectures, practical sessions, or other academic activities. Failure to meet this requirement will render the student ineligible to appear in the examination and may result in course withdrawal.

In exceptional or hardship cases, the following attendance exemptions may be granted:

- **Up to 5%** by the Dean of the Faculty, upon the recommendation of the Chairperson of the respective department.
- **An additional 5%** by the Vice Chancellor.

If a student remains absent from all lectures (without prior authorization) during the first four weeks of the semester, their admission shall be automatically canceled without prior notice.

Students may apply for a leave of absence due to illness, family emergencies, or other extenuating circumstances. The application must specify the duration of the leave and provide a justification. The feasibility of continuing the semester will be assessed based on the length of the absence.

If the duration of the leave exceeds a specified period, students may apply for semester deferment.

Examinations

Examination Fee

The university examination fee shall be collected at the time of semester enrollment.

Tests and Examinations

- Each semester shall include two mandatory examinations: Midterm and Final Term. Students who fail to appear in the final examination shall be considered as failing the course.
- In addition to formal examinations, instructors may administer home assignments, quizzes, and other assessments at their discretion. The instructor has full authority over the mode, administration, and evaluation of examinations. The final grades awarded by the instructor shall be considered conclusive.
- The midterm examination will be conducted during the 9th week of the semester and will contribute 30% to the total course marks. This examination shall be conducted by the course instructor in accordance with university policies.
- The total marks assigned to a course shall be calculated based on credit hours (1 credit hour = 20 marks). For example, a 4-credit-hour course will be allocated 80 marks, distributed proportionally between theoretical and practical components where applicable.
- To pass a deficiency course, a minimum of Grade "C" is required.

Assessment Weightage

The distribution of marks for Regular and Weekend Programs shall be as follows:

Component	Weightage
Midterm Examination	30%
Home Assignments/Quizzes/Presentations	20%
Final Examination	50%
Total	100%

(Note: Any fractional marks obtained in a course will be rounded to the nearest whole number.)

Rules & Regulation GCUF

Examination Duration

- **Midterm Examination: One hour**
- **Final Examination: Two to three hours**

Examination Administration

- Question papers for midterm and final examinations shall be prepared by the respective instructor. The Chairperson/Principal/Director/Departmental In-Charge shall ensure the quality and academic standards of the examination.
- Instructors must submit the final grade sheets to the Chairperson within 10 days after the semester concludes. The Dean/Coordinator may grant an extension in case of delays.
- Once received, the Controller of Examinations shall officially notify the results and circulate them to the Dean, Director/Principal, and Department Chairperson.

Departmental Examination Committee

This committee shall oversee and regulate all examination procedures within the department. The committee composition shall include:

- Chairperson/In-Charge of the Department (Convener)
- Two faculty members (one serving as Program Coordinator and the other as Secretary of the Committee)
- The concerned instructor may be co-opted in case of a student complaint.

Conduct of Examinations

- All examinations shall be conducted at designated university premises under the supervision of the Departmental Examination Committee.
- The examination schedule shall be announced at the beginning of the semester or upon notification by the Office of the Controller of Examinations.
- Students are responsible for verifying the date, time, and venue of their examinations.
- Students unable to attend an examination due to unforeseen circumstances (e.g., medical emergencies or accidents) may apply for a special examination.
- Students must present their University ID Cards or another valid form of identification before entering the examination hall. Failure to provide identification may result in denial of entry.
- Students must clearly write their program title, subject title, course code, registration number, and signature on the first page of their answer sheets.

Record-Keeping & Result Notification

- The Controller of Examinations shall retain records of question papers, graded scripts, and examination results for two years after the completion of a degree program.
- Provisional results will be announced by the Controller of Examinations before official notification.
- Final results shall be formally announced and displayed on the University Notice Board, Gazette, and Official Website.
- Grade Point Average (GPA)

Rules & Regulation GCUF

The grading system and equivalence between letter grades and numerical scores are as follows:

Grade	Value	Marks (%)	Remarks
A	4.00	80 – 100	Excellent
B	3.00 – 3.99	65 – 79.99	Good
C	2.00 – 2.99	50 – 64.99	Satisfactory
D*	1.00 – 1.99	40 – 49.99	Pass
I	0.00	Zero	Incomplete
F	0.00	Below 40% (Undergraduate & Master's)	Fail
W	–	Not included in GPA calculation	Withdrawn

- **Note:** The "D" grade applies only to BS and Master's degree programs. It is not applicable in MPhil, PhD, and BSc Pharm-D programs.

Academic Standing and CGPA Requirements

A student must achieve the prescribed Cumulative Grade Point Average (CGPA) at the conclusion of each academic year (after two consecutive Fall and Spring semesters, along with the Summer semester). Failure to meet the required CGPA will result in the automatic cancellation of the student's admission. However, the student may apply for fresh admission.

The following CGPA benchmarks must be met for retention in a program and for the successful completion of the degree:

Undergraduate Program CGPA Requirements:

- After the First Academic Year: Minimum CGPA of 1.75
- After the Second Academic Year: Minimum CGPA of 2.00
- After the Third Academic Year: Minimum CGPA of 2.25
- After the Fourth Academic Year: Minimum CGPA of 2.50*

GPA / CGPA Calculation

Definitions:

- **Grade Point Average (GPA):** A numerical representation of a student's academic performance in a semester, ranging from 0 to 4.00 (where A = 4.00), calculated as follows:
- **Weighted Points:** Computed as:
- **Cumulative Grade Point Average (CGPA):** Represents the overall academic performance across all semesters, calculated as:
- **Passing Marks:** A minimum of 40% is required to pass a course, both in theory and practical components separately (where applicable).

Rules & Regulation GCUF

Degree Completion Requirements

Within the framework of general regulations for the conferment of undergraduate and postgraduate degrees, specific rules may apply to certain programs to uphold academic quality and performance standards. The general regulations include, but are not limited to, the following:

A candidate shall be awarded the relevant degree upon fulfilling the following conditions:

- Completion of the prescribed duration of study for the respective program.
- Fulfillment of the total credit hour requirements as stipulated in the program regulations.
- Successful completion of all prescribed examinations.
- Compliance with the minimum coursework and laboratory work requirements.
- Qualification of the comprehensive examination (where applicable).
- Successful completion of the Viva Voce and/or any other university-mandated assessment in case of a thesis.

Final Results Compilation

- The CGPA will be reported up to two decimal places; however, for merit determination, CGPA will be calculated up to four decimal places.
- In the event of a tie in merit positions, rankings will be determined based on the weighted percentage marks obtained.
- Students attaining a CGPA of 4.00 will be recognized on the Honors List.
- The compilation and official notification of results shall be the responsibility of the Controller of Examinations.

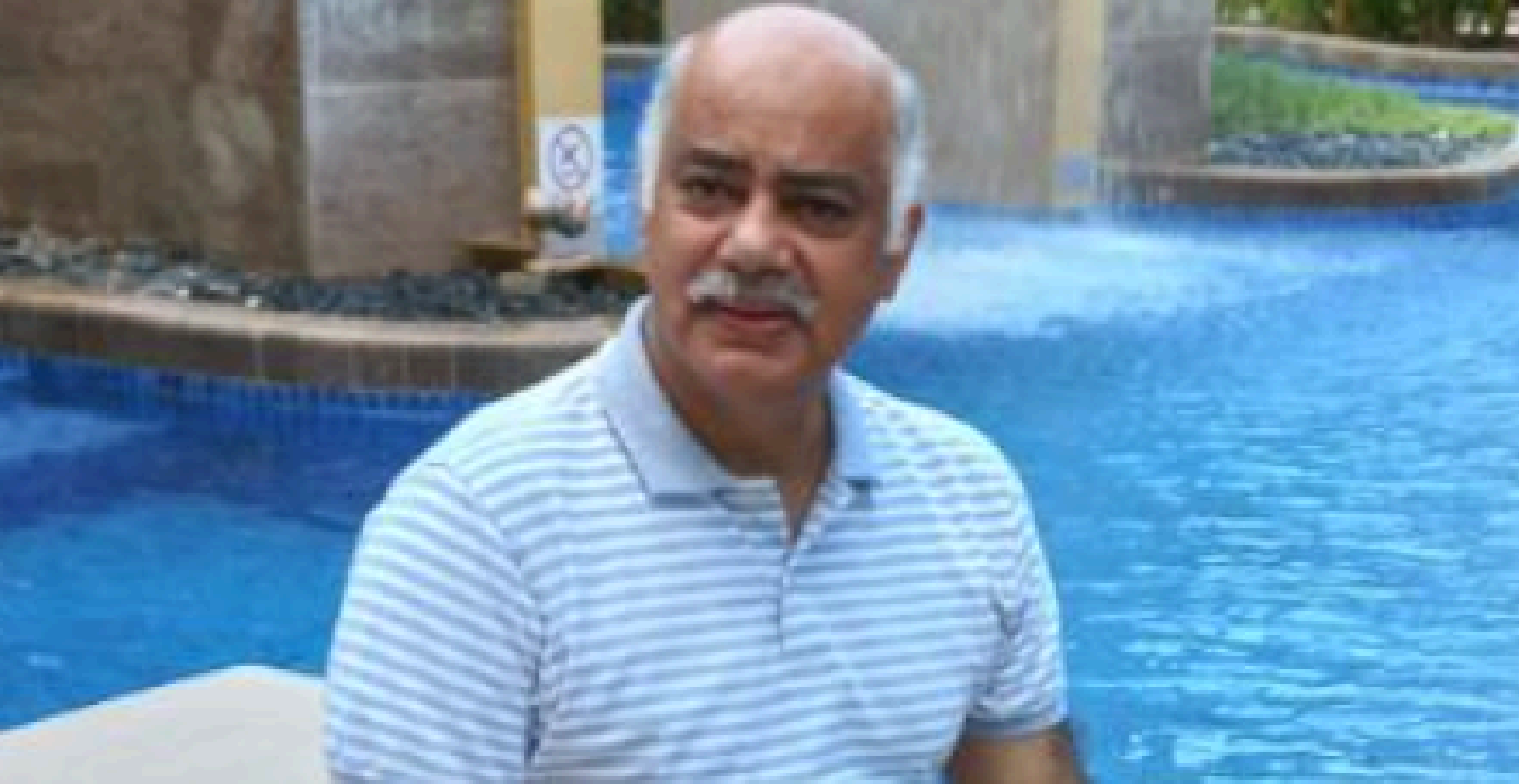


GCUF



KHALDUNIA COLLEGE OF PHARMACY (KITAAS)





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Welcome to Khaldunia College of Pharmacy! Our institution is dedicated to training the pharmacists of the future, equipping them with the knowledge and skills necessary to excel in the evolving field of healthcare. With a distinguished faculty, an innovative curriculum aligned with the requirements of the Pharmacy Council of Pakistan, and state-of-the-art infrastructure, we provide a learning experience that sets us apart.

At Khaldunia, we emphasize a holistic education that fosters problem-solving skills, adaptability, and ethical leadership. Pharmacy has advanced significantly over the years, creating numerous opportunities for competent and well-trained professionals. Graduates of our five-year program will be well-prepared for diverse roles in community, hospital, managed care, clinical, and industrial pharmacy. Additionally, career opportunities extend to administrative roles in pharmaceutical companies and associations, as well as teaching and research positions in academia.

I encourage all students to remain engaged, optimistic, and diligent in their studies while entrusting the results to Allah. I warmly welcome you to Khaldunia College of Pharmacy and extend my best wishes for your success.

Principal Message

Prof. Dr. Farooq Bashir Butt



Introduction

The five-year undergraduate degree program at Khaldunia College of Pharmacy is designed to produce skilled pharmacy professionals equipped with both academic expertise and clinical experience. Our curriculum emphasizes a patient-centered approach, enabling students to develop effective problem-solving skills, exhibit high emotional intelligence, adapt to the dynamic healthcare industry, and lead in the pharmacy profession.

Mission

Khaldunia College of Pharmacy aspires to be a global leader in pharmacy education, research, and innovation. Our mission is to produce graduates with the expertise, skills, and capabilities required to enhance healthcare systems locally and compete globally in the pharmaceutical industry. To achieve this, we offer an academic experience that integrates a strong theoretical foundation with practical knowledge, fostering critical thinking, leadership, and compassionate professionalism in our students.





Doctor of Pharmacy (Pharm.D.)

Pharmacy is a life-saving healthcare profession that has undergone a paradigm shift in modern healthcare systems. The increasing complexity of health-related challenges demands the development of potent synthetic and biotech drugs, as well as innovative drug delivery systems. Our Pharm.D. program is designed to equip students with the necessary skills and knowledge to address these challenges through comprehensive training and fully-equipped laboratories.

Eligibility Criteria:

- Candidates seeking admission to the Doctor of Pharmacy program must meet the following requirements:
- ·FSc (Pre-Medical) with a minimum of 60% marks
- ·BSc (after FSc Pre-Medical) with a minimum of 60% marks
- ·Equivalent qualifications as recognized by relevant authorities.



Infrastructure and Faculty Regulations, Punjab University College of Pharmacy

General Academic Regulations

Students enrolled in the Doctor of Pharmacy (Pharm.D.) program must maintain a minimum attendance of 75% in both theoretical and practical components to be eligible for progression. Upon meeting this requirement and submitting the examination admission form for the respective professional class, students may be provisionally promoted to the next academic level. However, if a student fails to pass at least two subjects in the 2nd Annual Examination of any professional year or is classified as "must appear," their provisional promotion will be automatically revoked. The "must appear" status applies to students who are unable to pass the 2nd, 3rd, 4th, or Final Professional Examinations within four consecutive attempts, necessitating their reappearance in all subjects of that examination.

Students promoted after the second annual examination must fulfill the attendance requirements before appearing in the subsequent examination, which takes place after the completion of one academic year. Clearance from all relevant university departments is mandatory before sitting for any professional examination. If a student has a significant shortage in attendance or is deemed ineligible for any reason (including administrative errors or false statements), they will be barred from taking the examination, and their results will be withheld. The university reserves the right to cancel examinations or admissions at any stage.

Provisional promotion based on attendance will be converted into regular promotion only if the student successfully clears at least two subjects up to the 2nd Annual Examination of that class. However, further progression will not be permitted until all lower examinations have been passed. Students who have cleared at least two subjects in an examination must submit a formal request to the Principal for promotion to the next class. No student will be allowed to take higher professional examinations without passing all preceding professional exams.

Students failing to pass the 1st Professional Examination within four consecutive attempts, including the 1st Annual Examination, will be removed from the university rolls and will be ineligible to reappear in any future pharmacy examinations. In cases of extreme hardship, the Vice-Chancellor may grant one additional attempt upon recommendation from the Board of Studies in Pharmacy.

Regular student status ceases at the end of the academic year. If a student is absent for 14 consecutive days without prior approval (excluding holidays), they will be automatically removed from the university rolls on the 15th day. Readmission may be granted within 10 days of removal, provided the absence is satisfactorily justified to the Principal. The term "university classes" includes all lectures, practicals, tutorials, seminars, and group discussions formally scheduled by the college.

Students whose names have been removed due to inadequate attendance, non-payment of dues, poor academic performance, or failure to appear in examinations will not be granted readmission without approval from the university's Syndicate. Additionally, the admission regulations set by the main Admission Committee of the University of the Punjab apply to all admissions, including those for the self-supporting evening program.



Curriculum Structure for Doctor of Pharmacy

The Doctor of Pharmacy (Pharm.D.) program is a five-year degree program operating under an annual examination system. It has been formally approved by the Academic Council, Higher Education Commission (HEC), and the Pharmacy Council of Pakistan. The detailed syllabus and examination marks distribution are subject to approval by the university's academic bodies.

Admission Criteria and Process

- The merit-based admission criteria differ for F.Sc. and B.Sc. candidates:
- F.Sc. Candidates: Merit is calculated using the formula:
- B.Sc. Candidates: Merit is calculated as follows:
- Additional Marks: Hafiz-e-Quran candidates receive an additional 20 marks.
- For morning classes, two marks are deducted per late session for up to five immediate past sessions.



Admission Procedure

1. Online Application Process:

- Candidates must create an account on the official admission portal and complete the registration form.
- After finalizing the application, the prescribed fee must be deposited at an HBL branch.
- Candidates should monitor their application status to confirm payment processing.

The signed application form, along with all required documents, must be submitted to the Punjab University College of Pharmacy within four working days after the application deadline, either in person or via courier.

2. Manual Application Process:

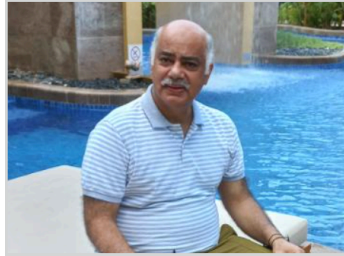
- Admission notices are published in leading newspapers.
- Application forms (attached to the prospectus) must be submitted to Khaldunia College of Pharmacy before the specified deadline.
- Applications sent via post/courier within the due date will be accepted; however, no receipt will be issued.
- Late applications will not be considered for merit evaluation, and the university holds no responsibility for postal delays.
- Candidates must have obtained at least 60% in F.Sc. (Pre-Medical) or B.Sc. to be eligible for admission.

Note: The university reserves the right to modify admission regulations and curricular structures without prior notification. All academic and administrative regulations at the Punjab University College of Pharmacy will align with the latest policies set forth by the University of the Punjab, Lahore.

Faculty of Pharmacy



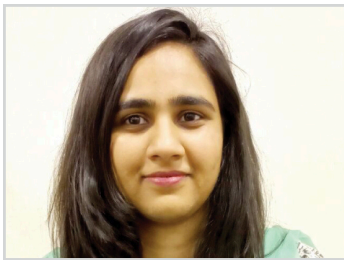
Principal
Prof. Dr. M Ranjha



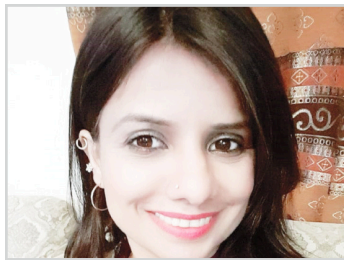
Associate Professor
Prof. Dr. Farooq Bashir Butt



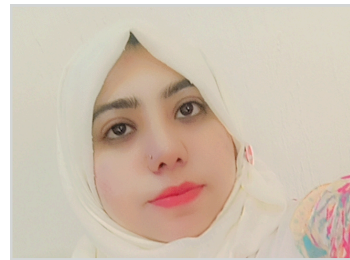
Assistant Professor
Prof. Dr. Nadeem Ishaque



Coordinator
Ms. Naila Ashraf



Lab Incharge
Ms. Sadaf Saeed



Lecturer
Ms. Abreshim Gill



Lab Assistant
Mr. Shahzad



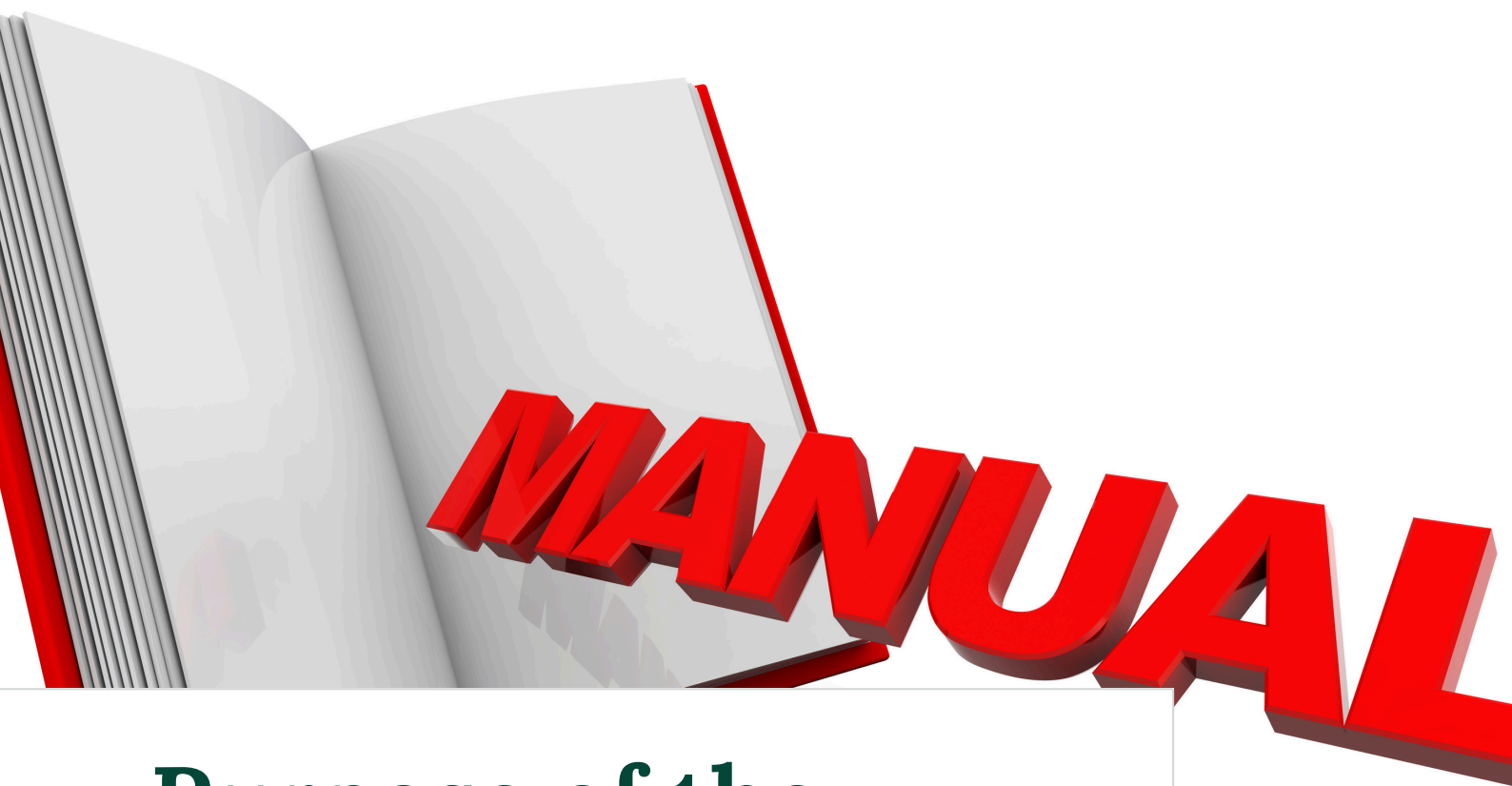
Lecturer
Ms. Ayesha Gani



Lecturer
Mr. Mateen

KITAAS Rules *and* Policies





Purpose of the Handbook

The purpose of this Student Handbook is to familiarize students with the University's policies, procedures, and services. It serves as a comprehensive guide to various academic and administrative aspects of student life at Superior University. The handbook provides essential information on the range of services, programs, and resources available to students, aiming to support their academic and personal development. A key component of this document is the Student Code of Conduct, which outlines the principles of responsible behavior within the university community. It is anticipated that this handbook will serve as a valuable resource for students as they navigate their university experience and work towards achieving their academic and professional aspirations.

Disclaimer

The information contained in this document serves as a regulatory guide for students during their time on campus. However, it should not be considered a legally binding document and, therefore, cannot be challenged in any court of law.

Key Administrative Offices and Their Functions

Admission & Registration Office

The Admission and Registration Office facilitates the following processes:

- Admission procedures
- Scholarship applications
- Student registration

Student Affairs Management Office

This office is responsible for:

- Addressing and resolving student concerns
- Providing counseling and individualized support services
- Issuing official student documents, such as bonafide certificates, English proficiency letters, No Objection Certificates (NOCs), and internship letters, upon request
- Coordinating with academic departments to resolve student-related issues

Accounts Office

The Accounts Office provides financial services, including:

- Issuing fee invoices
- Collecting fee payments
- Providing balance statements upon request

Key Administrative Offices and Their Functions

Administration & Security Office

The Administration and Security Office is dedicated to maintaining a safe and secure campus environment. Security measures include:

- 24/7 surveillance through security cameras and on-campus security patrols
- Strict enforcement of security Standard Operating Procedures (SOPs) at all entry and exit points
- Restriction of unauthorized access, with security personnel stationed to monitor campus entrances
- Student identification requirements, whereby all students must present or wear their official university ID card at the entrance
- Visitor access protocols, requiring temporary visitor cards for entry
- A penalty for the loss of an ID card, as per the university's prescribed regulations

Information Management Office

Recognizing the importance of automation in enhancing service quality, KITAAS has established a Campus Management System (CMS) to streamline institutional operations. The key objectives of this system include:

- Automating institutional policies, processes, and practices
- Establishing control over policy implementation and system procedures
- Promoting a paperless and environmentally sustainable campus
- Ensuring continuous system updates in response to stakeholder needs
- Disseminating accurate and reliable information
- Providing comprehensive data to facilitate informed decision-making

KITAAS LIBRARY

Library Regulations and Policies

Library Use Regulations

- Library Use Regulations To maintain an environment conducive to academic work and research, library users are required to adhere to the following rules and regulations:
 - a. All visitors must display their institutional identification cards upon entering the library.
 - b. Bags and personal belongings should be placed in the designated storage area at the entrance. While security cameras monitor the area, users are advised to remove valuable items such as mobile phones, cash, and other valuables before storing their bags.
 - c. Any loss of personal belongings should be reported immediately to the Help Desk.
 - d. Mobile phones must be switched off or set to silent mode while inside the library.
 - e. Silence must be observed at all times to maintain a scholarly atmosphere.
 - f. The use of mobile phone cameras or any other photographic equipment is strictly prohibited within the library premises.
 - g. The consumption of food, beverages, and smoking is not permitted within the library.
- Code of Conduct
 - a. Male and female students should avoid occupying secluded or isolated spaces together.
 - b. When studying in mixed-gender groups, users must adhere to cultural norms by maintaining appropriate physical distance and refraining from any physical contact.
- Failure to comply with library rules and the code of conduct may result in fines and the suspension of library privileges.

Code of Conduct

- h. Library materials must not be defaced, marked, or removed without proper check-out procedures. The library employs security surveillance to prevent theft and vandalism, both of which are punishable offenses.
- i. Unnecessarily removing multiple books from the shelves is considered an act of vandalism and constitutes a serious violation of library discipline.
- j. Books should be left on reading tables after use. Users are discouraged from re-shelving books to prevent misplacement.
- k. Library users must ensure that their contact details, including email addresses and mobile phone numbers, are up to date to receive timely notifications and overdue reminders.



KITAAS LIBRARY

Library Regulations and Policies

Library Timings

- Library Timings The library operates according to the following schedule:
- Monday to Friday: 8:00 AM – 6:00 PM
- Saturday: 9:00 AM – 2:00 PM
- Summer Vacation: 8:00 AM – 2:00 PM

Library Membership Registration

Library Membership Registration All students must complete a library membership form and submit it along with a copy of their college ID card to gain membership access. Borrowing privileges will not be activated without proper registration. The college ID card, which contains a library membership barcode, serves as the borrower's card and is strictly non-transferable.

Book Loan Policies for Students

Book Loan Policies for Students Baccalaureate students may borrow up to six books at a time for a period of two weeks.

a) Non-Lending Materials The following categories of books are not available for issuance:

- i. Reference books
- ii. Current issues of periodicals
- iii. Manuscripts and rare books
- iv. Books reserved by department heads
- v. Books displayed as fresh arrivals

b) Reserved Collections

Library Reserve: These books are designated as essential readings for the semester and must be used within the library premises.

Course Reserve: Items placed on reserve by instructors are issued for a limited period, as determined by the instructor.

A fine of Rs. 50 will be charged for delayed returns of reserved collection items.

c) Placing a Hold on Issued Books Students may place a hold on books currently checked out by other users. In such cases, the current borrower will not be allowed to renew the book beyond the due date. The requesting student will be notified via email once the book is available for pickup.

- d) Book Renewal Policy
- i. Books may be renewed for an additional loan period unless overdue.
 - ii. Books reserved by other users cannot be renewed.



KITAAS LIBRARY

Library Regulations and Policies

- e) Loss and Damage of Library Materials Students who lose or damage library materials will be charged the cost of replacement, including processing fees and any accumulated fines. Any lost item should be reported immediately to the Library Circulation Desk to prevent additional fines.
- f) Late Return Policy i. A fine of Rs. 2 per day per book will be imposed for overdue returns. ii. Leaves of absence do not exempt students from returning books on time. iii. Books returned via mail should be sent through a registered courier service to ensure safe delivery. Non-receipt by the library will be considered a loss on the student's part.

Internet Access and Computer Use

Internet Access and Computer Use The library provides ten public access terminals for internet research. Students may sign in at the Help Desk with a valid college ID to use a computer for a 30-minute session. Access is granted on a first-come, first-served basis and is intended solely for academic purposes.

Circulation Services

Circulation Services The Circulation Desk, located at the entrance of the Ewing Memorial Library, manages book issuance, returns, renewals, and hold requests. This service is available throughout library operating hours.

Reference and Research Assistance

Reference and Research Assistance Library staff are available at the Reference Help Desk to provide research assistance and guidance on utilizing library resources. A dedicated Reference Room houses encyclopedias, dictionaries, atlases, and other reference materials for on-site consultation.

Book Collection and Browsing Facilities

Book Collection and Browsing Facilities The library follows the Dewey Decimal Classification System for organizing books, facilitating efficient browsing and retrieval.

KITAAS LIBRARY and Policies

Library Regulations

Study Areas

Study Areas The library offers multiple study spaces:

- A main reading hall with a seating capacity of 72 for individual study.
- Discussion rooms for collaborative group work.
- Private study carrels on the first and second floors for focused research.

HEC Digital Library Access

HEC Digital Library Access The library provides on-campus access to the Higher Education Commission (HEC) Digital Library, which includes over 50,000 e-books and more than 23,000 academic journals.

Audio-Visual Section

Audio-Visual Section The library operates an Audio-Visual Section equipped with television, CD/DVD players, and a VCR for multimedia learning.

Fresh Arrivals and Display

Fresh Arrivals and Display Newly acquired books are displayed in the Fresh Arrivals section for one week. A list of new acquisitions is shared with faculty via email and published on the library blog.

Library Orientation and Training

Library Orientation and Training Library staff conduct orientation sessions for new students and faculty on effective library usage. Additional instructional sessions on specific resources are available upon request.

Inter-Library Loan and Document Delivery

Inter-Library Loan and Document Delivery To support research needs, the library collaborates with renowned libraries in Lahore and the British Library Document Supply Service. Articles, reports, and other documents not available in the library can be requested through this service.

Scholarships and Financial Assistance



Scholarships

KITAAS offers various scholarships and financial assistance programs based on merit, financial need, and kinship. Scholarships include:

01

**BIPP
Scholarship**



02

**Al-Baig
Scholarship**

03

**Nizam
Trust**

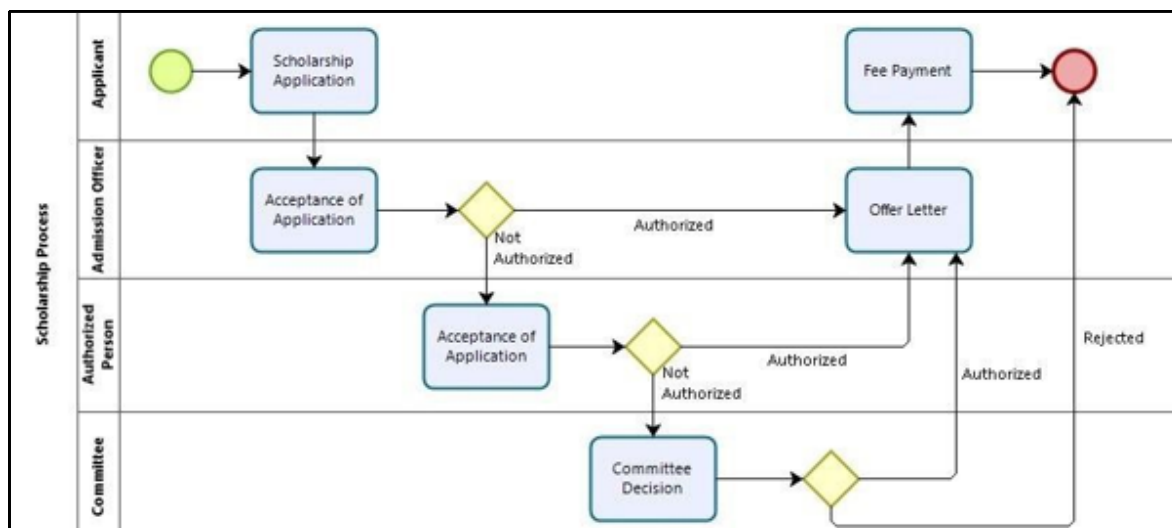


These scholarships aim to support academically deserving and financially constrained students in pursuing their education.

Process

We need to design our process of Scholarships!

Example





Note: The eligibility criteria, application process, and selection procedure for these scholarships have been structured to ensure transparency, merit-based selection, and inclusivity. Interested applicants can access the detailed guidelines through the provided link, which outlines the specific requirements and procedural framework for the scholarship program.

SCHOLARSHIPS

The NIZAM TRUST

The NIZAM TRUST' is dedicated to advance education, literacy, and knowledge by providing various forms of support to students. The primary objective is to enable students to achieve academic success, secure their livelihoods, and contribute to National and International communities.

The Trust offers scholarships, stipends, education loans, and financial assistance to ease students' financial burdens and enhance accessibility to education. Beyond monetary aid, it provides educational resources such as books, ensuring that students have the necessary tools for academic excellence. Additionally, the Trust recognizes and rewards student achievements through medals, prizes, and awards, fostering a culture of excellence.

The Shahid Javed Burki Institute of Public Policy (BIPP) Scholarship

The Shahid Javed Burki Institute of Public Policy (BIPP) is dedicated to fostering gender inclusivity and empowering women by providing financial assistance to support their academic endeavors. Recognizing the critical role of education in women's socio-economic advancement, BIPP has established a scholarship program aimed at facilitating higher education for female students in selected disciplines at the Khaldunia Institute of Technology and Applied Sciences (KITAAS).

Al-Baig Scholarship

The Al-Baig Scholarship is a prestigious initiative proposed by Ms. Sarah Taimur, an esteemed academic medical doctor practicing in New York City, United States. With extensive experience in medical education, Ms. Taimur plays a pivotal role in teaching and mentoring students and medical professionals at various stages of their training. The scholarship is inspired by the profound contributions of Prof. Dr. Mohammad Nizamuddin, whose impact in the field of education has deeply influenced Ms. Taimur. Her admiration for his work motivated her to establish this scholarship as a means of fostering academic excellence and professional growth.

Scholarship Policy 2024-2025

The following scholarships are available for students enrolling in the Fall 2024-2025 academic session:

Category	Program	Requirements	Scholarship
Merit	Doctor of Pharmacy (Pharm-D)	1. Above 90% 2. 80% to 89% 3. 70% to 79% 4. 60% to 69%	30% 25% 20% 15%
	Doctor of Physical Therapy (DPT)	1. Above 90% 2. 80% to 89% 3. 70% to 79% 4. 60% to 69%	50% 40% 30% 20%
	Bachelor of Sciences (BSCS)	1. Above 90% 2. 80% to 89% 3. 70% to 79% 4. 60% to 69%	50% 40% 30% 20%
Kinship	Doctor of Pharmacy (Pharm-D)	Blood relation with Faculty/Staff/Student	30%
	Doctor of Physical Therapy (DPT)	Blood relation with Faculty/Staff/Student	50%
	Bachelor of Sciences (BSCS)	Blood relation with Faculty/Staff/Student	50%
Reference Faculty/Staff/Student	Doctor of Pharmacy (Pharm-D)	Blood relation with Faculty/Staff/Student	20%
	Doctor of Physical Therapy (DPT)	Blood relation with Faculty/Staff/Student	30%
	Bachelor of Sciences (BSCS)	Blood relation with Faculty/Staff/Student	30%
	Doctor of Pharmacy (Pharm-D)	Blood relation with Faculty/Staff/Student	30%
	Doctor of Physical Therapy (DPT)	Blood relation with Faculty/Staff/Student	50%
	Bachelor of Sciences (BSCS)	Blood relation with Faculty/Staff/Student	50%

- **NIZAM Trust Scholarship (up to 50%)**
- **Al-Baig Scholarship (\$1000 per year)**
- **BIPP Scholarship (100%)**

College Academic Rules *and* Regulations





Fee Refund Policy

In accordance with the Higher Education Commission (HEC) Circular No. 10-I/HEC/A&C/2015/6542, dated December 07, 2015, students may be eligible for a tuition fee refund based on the following timeline, calculated from the commencement of Orientation/Zero Semester Classes:

Percentage of Fee Refund	Timeline** For Semester / Trimester System	Timeline for Annual System
Full (100%) Fee Refund	Up to the 7th day of commencement of classes	Up to the 15th day of the commencement of classes
Half (50%) Fee Refund	From <u>8th</u> – the 15th day of the commencement of classes	From 16th - 30th day of commencement of classes
No Fee (0%) Refund	From the 16th day of the commencement of classes	From the 31st day of the commencement of classes

Notes:

- 1.(*) The refund policy applies to all fee components, except for security deposits and non-refundable admission/processing fees.
- 2.(**) The timeline is calculated continuously, including both weekdays and weekends.

Mandatory Attendance Policy

Regular attendance and punctuality are fundamental to the learning process, as they ensure active participation in classroom activities and effective course content delivery. The key aspects of the attendance policy are as follows:

Minimum Attendance Requirement

While KITAAS College encourages 100% attendance, students must maintain a minimum of 75% attendance to be eligible for final term examinations.

Temporary Suspension from Attendance Records

Any temporary removal of a student's name from the attendance system, including portal access restrictions, will be considered an absence.

Responsibility of Faculty

Subject instructors must mark attendance within the first 15 minutes of class. If attendance is missed, it must be updated within 24 hours.

Calculation of Attendance Percentage

Attendance percentage is based on the number of classes conducted. The percentage should not exceed the required number of lectures.

Attendance Calculation

Attendance is recorded from the first day of regular classes, and no exceptions are granted for late enrollment or registration.

No Leave Policy

The college does not grant leave exemptions for medical or personal reasons, as the 25% absence allowance already accounts for such contingencies.

Correction of Attendance Records

Correction of Attendance Records: If a student believes their attendance has been incorrectly recorded, they must submit a formal request to the Program Coordinator/Head of Department (HOD) within five days. No corrections will be made beyond this period.

Rounding Off Attendance

Fractional attendance percentages will be rounded up to the next whole number (e.g., 74.1% will be rounded to 75%).

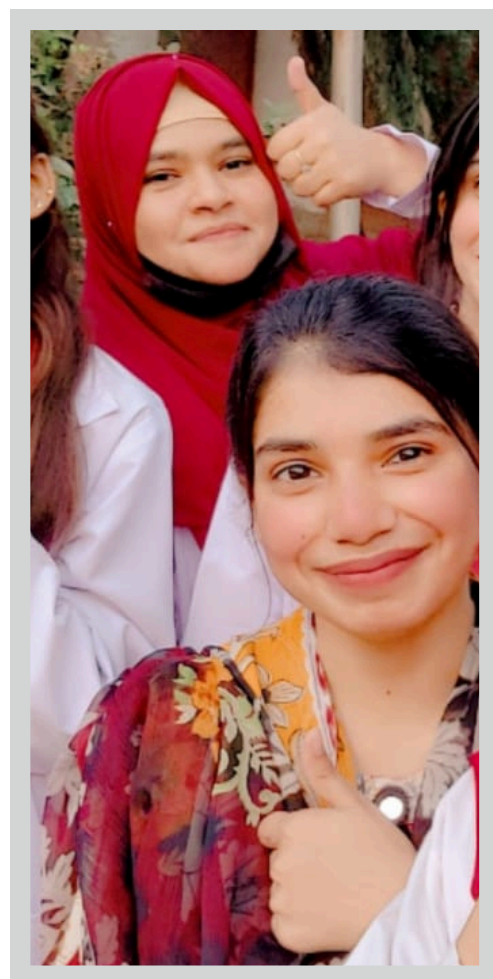


Late Enrollment and Course Add/Drop

Absences during the late enrollment and course add/drop period will be counted towards the total absence record.

Attendance Issues Due to Section Changes

Students must approach their Program Coordinator/HOD to resolve attendance discrepancies resulting from section changes or late admissions.





Attendance Record Management

Updating Student Attendance Management

- The course instructor is responsible for updating student attendance records in the system for each course.
- Students are required to maintain a minimum 80% attendance to remain in good academic standing.

Deadlines for Attendance Marking

- Instructors must update attendance on the same day of the class.
- If an update is required beyond this period, the Program Coordinator/HOD can modify attendance records within five days of the class session.

Generation of Roll Number Slips

- The Program Coordinator/HOD is responsible for generating and distributing roll number slips.
- Students will not be permitted to sit for examinations without presenting their official roll number slip.
- Roll number slips will only be issued after students have cleared all outstanding dues.

Attendance Shortfall and Absenteeism Fine

- Students with attendance between 75% and 79% will be subject to a fine of Rs. 500 per percentage point.
- Students with less than 75% attendance will be dropped from the respective course(s).

College Discipline Rules *and* Regulations





Preamble

Discipline is a fundamental principle of nature, evident in every process and function of life. No institution, organization, or society can thrive unless its members demonstrate a strong commitment to discipline. The absence or disregard of moral, social, financial, and administrative discipline can cause irreversible damage, weakening an organization like a house of cards. To maintain order and ensure efficient functioning, it is essential to establish a set of rules and a code of conduct.

Khaldunia Institute of Technology and Applied Sciences (KITAAS), established in March 2021, is a new and emerging institution in the higher education landscape of Lahore, Punjab. KITAAS envisions a research-driven, quality-focused, and industry-oriented future, striving for excellence in diverse fields to build a stronger community. This vision can only be realized if KITAAS consistently produces well-trained and disciplined graduates. However, achieving this goal is impossible without a structured system of discipline.

To foster an environment conducive to academic excellence, social responsibility, and ethical conduct, it is imperative to implement well-defined disciplinary rules and regulations. The present handbook has been developed through a rigorous and consultative process, covering a broad spectrum of disciplinary aspects. These rules are framed in response to contemporary challenges and are subject to amendments as new issues emerge. It is expected that these regulations will contribute to an atmosphere where students feel safe, respected, and motivated to pursue their academic ambitions while ensuring smooth and conflict-free academic, research, and administrative operations at KITAAS.



Basic Definitions

1

College Refers to the Khaldunia Institute of Technology and Applied Sciences (KITAAS), where these rules and regulations (as amended from time to time) are applicable.

2

College Premises includes all lands, buildings, facilities, and resources owned, leased, managed, or operated by KITAAS.

3

Student An individual who has paid the admission fee, registered for classes, or entered into any contractual relationship with KITAAS to receive instruction, conduct research, or undertake a project. This definition includes individuals admitted to the College and attending orientation programs. Student status continues until an individual graduates, is dismissed, or remains absent for two consecutive semesters.

4

Misconduct Any on-campus or off-campus act, omission, or behavior by a student that adversely affects the reputation, integrity, or smooth functioning of KITAAS and disrupts its academic, research, or administrative operations.

5

Disciplinary Committee (DC) A high-level committee constituted by the competent authority in consultation with faculty deans to adjudicate cases involving gross misconduct by students.

6

Proctorial Board (PB) A board established by the competent authority in consultation with Heads of Departments, the Convener of the Disciplinary Committee, and the Director of Administration to monitor and regulate student behavior, ethics, and discipline to ensure smooth academic and administrative operations at KITAAS.



Basic Definitions

7

Complainant Any College member (student, faculty, or administrative staff) who files a formal complaint against a student or group of students on grounds of alleged misconduct.

8

Accused/Respondent/Defendant A student who is alleged to have violated the KITAAS Student Disciplinary Rules and Regulations.

9

Witness Any person possessing relevant information or evidence (including digital, video, audio, or documentary proof) regarding an incident of misconduct occurring within or beyond KITAAS premises.

10

Suspension Temporary removal of a student from academic activities (classes, assignments, research, field trips, seminars, workshops, training, exams, etc.) pending an official inquiry into alleged misconduct. A suspended student loses all rights and privileges associated with College services and facilities during the suspension period.

11

Rustication A disciplinary action resulting in the loss of one academic year or semester for a student found guilty of serious misconduct. The student's absence from College premises is determined based on the time of the penalty imposition.

12

Expulsion Permanent removal of a student from KITAAS due to major or gross misconduct. Expulsion means the student is barred from re-admission to any program, course, or semester at KITAAS.

Chapter 1: Introduction

1. Objectives of the Disciplinary Rules and Regulations The primary objective of these disciplinary rules and regulations is to establish, uphold, and maintain discipline among students, thereby fostering an environment conducive to academic excellence. These regulations aim to ensure that students experience a safe and secure learning atmosphere, where social, cultural, religious, ethical, and ethnic values are respected. Additionally, these rules facilitate the seamless and conflict-free execution of academic, research, and administrative functions at KITAAS.

1.2 Authority of the Institution to Enforce Disciplinary Measures i. The institution reserves the right to initiate disciplinary action against any student enrolled at KITAAS who is found guilty of misconduct (as defined in Section 1.4). ii. Disciplinary action may also be taken if written or verbal complaints, allegations, or charges are brought against a student by any individual within the college community (students, faculty, administrative staff, student proctors, or teacher proctors) or external to the institution.

1.3 Principles of Justice in Addressing Cases of Misconduct at KITAAS The investigation of any alleged misconduct at KITAAS shall be conducted in adherence to the principles of natural justice, ensuring fairness and due process. These principles include: i. The accused student shall be provided with all relevant information regarding the allegations, except in extraordinary circumstances; ii. The authority adjudicating the allegations, including the Chief Proctor, Teacher Proctor, or Proctorial Board, shall operate independently and without bias; iii. All involved parties shall be granted equal opportunities to present their perspectives; iv. All parties involved shall be informed of the outcomes of the investigative process.

1.4 Definition of Misconduct is defined as any action, inaction, or behavior, whether occurring on or off-campus, that adversely affects the integrity and reputation of the institution, disrupts its smooth functioning, or interferes with the academic, research, or administrative operations of KITAAS.

1.5 Scope of KITAAS Disciplinary Rules and Regulations The jurisdiction of these rules extends to the entire premises of KITAAS. However, the institution reserves the right to impose disciplinary measures for misconduct occurring off-campus if it is directly related to: i. Academic requirements or credit-bearing experiences such as internships, field trips, study abroad programs, or student teaching; ii. Activities supporting degree completion, such as research at an external institution or professional practice assignments; iii. Incidents involving law enforcement, including police reports, summons, indictments, or arrests related to violent crimes; iv. Student-led strikes or protests, whether organized, supported, incited, or facilitated by KITAAS students beyond the institution's premises.

Chapter 2: Rules and Regulations

2.1 Regulations Governing Student Conduct at KITAAS The following actions, behaviors, and forms of conduct are strictly prohibited at KITAAS, unless expressly permitted. Violations of these regulations may result in immediate disciplinary action. Misconduct includes, but is not limited to, the following:

2.1.1 General Student Discipline and Misconduct i. Failure to display a valid Student Identity Card when on campus, unless explicitly exempted; ii. Disrespectful, disorderly, or unreasonable conduct, including the use of language—whether verbal, written, or electronic—that contradicts the institution’s policies on equal opportunity; iii. Unauthorized use of electronic or digital devices (e.g., mobile phones, loudspeakers) in a manner that disrupts others or violates their privacy; iv. Any activity that obstructs or disrupts the academic and administrative functions of the institution, including: a. Pranks or harassment of students, staff, or visitors; b. Inciting or participating in unauthorized protests or strikes; c. Unauthorized walkouts from classrooms, examination halls, or institutional events; d. Public demonstrations or slogans against the institution or its administration; e. Political or religious propaganda within the institution.

2.1.2 Academic Misconduct Academic misconduct undermines the integrity of the institution and may include: i. Unauthorized access to restricted institutional spaces such as laboratories, faculty offices, or administrative offices; ii. Violation of institutional policies regarding the use of scientific laboratories, IT facilities, and the central library; iii. Plagiarism, fabrication, or falsification of academic work, including research and laboratory results; iv. Unfair academic advantage, including disrupting classes, hiding study materials, or engaging in dishonest conduct related to academic performance; v. Unauthorized alterations of academic records or grades; vi. Disrupting classroom learning environments.

Note: Cases of academic dishonesty such as plagiarism and cheating shall be addressed through separate procedures established by the Directorate of Examinations. However, under certain circumstances, the institution reserves the right to treat these violations as disciplinary matters.

2.1.3 Health and Safety Regulations Actions that threaten the safety and well-being of individuals on campus are strictly prohibited. Prohibited conduct includes: i. Physical violence, including assault, battery, or any act that endangers others; ii. Sexual harassment, including unwelcome advances or requests for sexual favors; iii. Any form of harassment based on race, gender, ethnicity, religion, or belief that causes distress or fear; iv. Possession of weapons, whether licensed or unlicensed, within the campus; v. Unauthorized storage or possession of hazardous substances; vi. Consumption, possession, or distribution of intoxicants, including drugs, alcohol, or tobacco products on campus; vii. Any conduct that poses a potential health hazard.

2.1.4 Financial Dishonesty and Unauthorized Use of Institutional Resources Financial and property-related misconduct includes: i. Financial fraud, embezzlement, or deception affecting the institution, its students, staff, or visitors; ii. Theft or unauthorized use of institutional resources, assets, or funds; iii. Falsification or misuse of institutional records and documents; iv. Unauthorized fundraising, monetary collections, or solicitation of donations without institutional approval; v. Unauthorized use of institutional property or facilities.

2.1.5 Moral and Ethical Conduct Students are expected to uphold ethical behavior at all times. The following actions are deemed violations: i. Indecent exposure or engagement in lewd behavior within the institution’s premises; ii. Direct participation in or facilitation of inappropriate sexual conduct; iii. Any other conduct deemed by the institution to be in violation of ethical and moral standards.

By adhering to these regulations, students contribute to a disciplined, respectful, and academically enriching environment at KITAAS.

Chapter 3: Penalties for Breach of Rules and Regulations

Any violation of the disciplinary rules and regulations established by KITAAS shall result in appropriate disciplinary action. If a student is found guilty of breaching the local rules and regulations outlined in the previous section, one or more of the following penalties may be imposed:

3.1 Penalties for Violations of General Student Discipline Rules

1. A violation of sub-section (i) of Section (2.1) may result in a caution. In the case of repeated violations, a written reprimand shall be issued. Continued infractions may lead to a ban on campus entry.
2. Depending on the nature, severity, magnitude, and extent of the violation of sub-section (ii) of Section (2.1), one or more of the following penalties may be enforced: a. Notification to parents/guardians, with a request for a meeting if deemed necessary. b. A monetary fine ranging from Rs. 500 to Rs. 10,000, based on the severity of the infraction. c. Temporary removal from class upon the recommendation of the inquiry committee and the concerned faculty or staff, with a suspension period of one to two weeks. d. Probation for a period not exceeding three months. Failure to demonstrate improved conduct during probation may result in fines between Rs. 2,000 and Rs. 10,000, rustication, or expulsion. e. Rustication, expulsion, or mandatory withdrawal from the department as specified by disciplinary regulations.
3. Violations of sub-section (iii) of Section (2.1) may result in a written reprimand, notification to parents/guardians, and a fine ranging from Rs. 500 to Rs. 10,000, depending on the severity of the violation.
4. Violations of sub-section (iv) of Section (2.1) may lead to strict disciplinary action, including fines ranging from Rs. 1,000 to Rs. 10,000, written warnings, suspension, expulsion, or rustication, depending on the severity and extent of the violation.
5. Violations of sub-section (v) of Section (2.1) may result in a written reprimand, a fine between Rs. 500 and Rs. 10,000, revocation of society membership, and a prohibition from attending any function organized by the respective student society.
6. Violations of sub-section (vi) of Section (2.1) may lead to temporary expulsion or rustication.
7. Violations of sub-section (vii) of Section (2.1) shall be subject to penalties determined by the disciplinary committee based on the recommendations of the inquiry committee.

3.2 Penalties for Violations of Academic Misconduct Rules

1. Violations of sub-section (i) of Section (2.2) may result in a written warning or a fine ranging from Rs. 500 to Rs. 5,000. Repeated violations may incur fines ranging from Rs. 5,000 to Rs. 10,000.
2. Violations of sub-section (ii) of Section (2.2) may lead to a temporary or permanent ban on entry to a designated area or the use of specified facilities, alongside a fine between Rs. 500 and Rs. 10,000.
3. Violations of sub-section (iii) of Section (2.2) may result in a written warning, a fine ranging from Rs. 500 to Rs. 10,000, suspension from classes for one to two weeks, withdrawal from the semester, or expulsion from the department.
4. Violations of sub-section (iv) of Section (2.2) may lead to the cancellation of submitted research work and a written warning. Repeated infractions may necessitate an additional semester registration or, in severe cases, degree cancellation. The committee may also impose penalties per Higher Education Commission (HEC) regulations regarding plagiarism.
5. Violations of sub-section (v) of Section (2.2) may result in the cancellation of the submitted work or, in cases of gross academic misconduct, academic degree revocation.
6. Violations of sub-section (vi) of Section (2.2) may result in transcript cancellation, a heavy fine ranging from Rs. 2,000 to Rs. 10,000, academic degree revocation, or both.
7. Violations of sub-section (vii) of Section (2.2) may result in a written warning, a fine between Rs. 500 and Rs. 1,000, and suspension from classes for one to two weeks.
8. Violations of sub-section (viii) of Section (2.2) shall incur penalties similar to those outlined in (vii).

3.3 Penalties for Violations of Health and Safety Rules

1. Violations of sub-section (i) of Section (2.3) may result in a fine ranging from Rs. 3,000 to Rs. 20,000, a written warning, semester withdrawal, or direct expulsion from KITAAS.
2. Violations of sub-section (ii) of Section (2.3) shall result in rustication and a permanent ban on entering KITAAS premises for educational or employment purposes.

Chapter 3: Penalties for Breach of Rules and Regulations

- Violations of sub-section (iii) of Section (2.3) may result in a one-month suspension from classes, a fine between Rs. 5,000 and Rs. 20,000, semester suspension, or rustication in severe cases.
- Violations of sub-section (iv) of Section (2.3) shall result in a fine of Rs. 3,000 for possession of firearms and Rs. 10,000 for displaying firearms on KITAAS premises. Additionally, a report may be filed with law enforcement authorities for legal proceedings.
- Violations of sub-section (v) of Section (2.3) may be reported to law enforcement agencies for necessary criminal proceedings.
- Violations of sub-section (vi) of Section (2.3) may result in a fine between Rs. 2,000 and Rs. 10,000, parental notification, and a request for a parent/guardian visit. Repeated violations may lead to a two-week suspension or expulsion from the institution.

3.4 Penalties for Violations of Financial Dishonesty, Theft, and Unauthorized Use of KITAAS Property, Resources, and Facilities

- Written reprimand, parental notification, and compensation for damages.
- Imposition of fines ranging from Rs. 5,000 to Rs. 30,000.
- Suspension, expulsion, or rustication.

3.5 Penalties for Violations of Moral Turpitude, Indecent Exposure, and Inappropriate Conduct

- Written reprimand, parental notification, and, if necessary, a request for a parental visit.
- Fines ranging from Rs. 500 to Rs. 10,000.
- Suspension for up to two weeks pending an inquiry.
- Probation for a maximum of three months. Continued misconduct during this period may result in expulsion or rustication.
- Immediate rustication, depending on the gravity of the offense.

3.6 Penalties for Violations Resulting in Damage to KITAAS Property

- Compensation for damages at twice the market value of the affected asset, in addition to fines ranging from Rs. 500 to Rs. 10,000 and parental notification.
- Suspension for up to two months pending an inquiry, semester withdrawal, expulsion, or rustication.

3.7 Penalties for Violations of Student Society and Event Regulations

- Written reprimand.
- Fines ranging from Rs. 500 to Rs. 1,000, depending on the severity of the violation.

Chapter 4: Institutional Bodies for Addressing Student Misconduct

4.1 The Disciplinary Committee (DC) The Disciplinary Committee (DC) serves as the principal authority responsible for adjudicating cases of severe student misconduct occurring within or beyond the premises of KITAAS. The Vice Chancellor shall constitute the College Discipline Committee in accordance with Section 13 of the "Constitution, Functions, and Powers of Authorities of the College Statutes, 2016," for a tenure of two years. The DC is responsible for reviewing and making decisions on cases referred by the Proctorial Board (PB) of KITAAS. The Convenor shall convene meetings upon receiving cases of misconduct from the PB.

4.2 Powers and Functions of the Disciplinary Committee The Disciplinary Committee shall perform the following functions:

- Examine, review, and adjudicate cases related to student expulsion and rustication in instances of gross misconduct referred by the PB.
- Address cases involving criminal offenses committed within or beyond campus, provided they have direct relevance to KITAAS.
- Conduct hearings for student appeals against decisions made by inquiry committees submitted through the PB.

4.2.1 The Proctorial Board (PB) The Vice Chancellor shall establish the Proctorial Board (PB), preferably consisting of one faculty proctor from each department, appointed in consultation with the respective Head of Department (HoD), along with one administrative representative. The PB shall be constituted for a two-year term. The Chief Proctor, nominated by the competent authority, shall serve as the Convenor of the PB, with all members possessing equal decision-making authority.

4.2.2 Powers of the Proctorial Board The PB shall have the authority to:

- Enforce all disciplinary regulations within the College and propose amendments or improvements to existing disciplinary policies for approval by the DC.
- Issue written reprimands, summon parents or guardians of accused students, suspend students for up to two weeks, and impose fines ranging from Rs.100 to Rs.20,000.
- Recommend and escalate cases involving student expulsion, rustication, or criminal offenses to the DC, accompanied by relevant documents, evidence, and witness testimonies based on the inquiry report.

4.2.3 Functions of the Proctorial Board

- Establish, uphold, and enforce discipline through the implementation of established regulations and procedures at KITAAS.
- Address all disciplinary matters concerning students that may disrupt academic, research, or administrative activities within KITAAS.
- Collaborate with relevant administrative departments to ensure the smooth and conflict-free operation of academic and administrative functions within the College.

Chapter 5: Procedures for Addressing Cases of Student Misconduct

The following procedure shall be followed in cases of general or gross misconduct committed by students under the jurisdiction of these regulations.

Stage 1: Preliminary Stage 5.1.1 A written complaint must be filed by the complainant against the accused with the Chief Proctor (CP), preferably using the prescribed form (see Appendix 1) or a written application. The complainant may be a student, student proctor, faculty proctor, faculty member, administrative staff, or a visitor to KITAAS. 5.1.2 The CP shall establish a committee consisting of one to five members, depending on the severity of the complaint. 5.1.3 If the committee consists of one member, that member shall be from the PB. If the committee comprises multiple members, at least one shall be from the PB, while others may be drawn from the relevant department or faculty as required. 5.1.4 The inquiry committee shall prepare a charge sheet and communicate it to the accused along with a statement of allegations. 5.1.5 The accused shall be directed to submit a response to the allegations within a reasonable timeframe, as determined by the nature of the charges.

Stage 2: Informal Stage 5.2.1 Upon receiving the accused's response and conducting personal hearings with both the complainant and the accused, the inquiry committee shall evaluate the case based on available reports, evidence, and witness testimonies. Minor cases may be resolved informally through:

1. Issuance of a written warning requiring the student to correct their behavior, with a copy of the warning communicated to their parents or guardians.
2. Imposition of a fine ranging from Rs.100 to Rs.5000, in addition to a written warning, provided that the allegations are substantiated.

The final decision of the PB shall be documented and communicated in writing to the complainant, accused, Convenor of the DC, CP, and the relevant HoDs. 5.2.2 If the alleged misconduct is of a more serious nature—potentially warranting rustication, expulsion, or legal action—or requires extensive investigation, or if the alleged misconduct constitutes a criminal offense or falls outside the normal jurisdiction of college staff, the matter shall be referred to the DC by the PB. The referral shall include an inquiry report, supporting documentation, and charge sheets for initiation of Stage 3 (Formal Stage). 5.2.3 The CP shall convene a PB meeting in the first week of each month to present decisions on inquiries and cases that need to be escalated to the DC for further deliberation. 5.2.4 The CP shall maintain comprehensive records of all complaints and inquiries.

Stage 3: Formal Stage Upon receiving a misconduct case from the PB, the Convenor shall convene a DC meeting promptly to assess the nature of the case. The committee shall determine whether: a. The severity of the alleged misconduct necessitates suspension, expulsion, or rustication. Based on the inquiry report submitted by the PB/CP, the DC may impose a penalty or initiate a further detailed inquiry. b. The alleged misconduct constitutes a criminal offense, warranting formal reporting to law enforcement authorities.

Appeal Procedure Students who have been rusticated or expelled may submit a written appeal to the Vice Chancellor within 15 days of the official notification of their rustication or expulsion. The Vice Chancellor has the authority to render a final decision or delegate this authority to a designated appeals committee.

Procedures Observed by the Inquiry Committee

- 1.If an Inquiry Committee is appointed by the Chief Proctor or DC, the Convenor shall: a. Formulate and communicate charges to the accused along with the statement of allegations within three days. b. Require the accused to submit a written defense within a specified period, ranging from three to seven days after receiving the charge sheet. c. Summon all relevant parties—including the complainant, accused, witnesses, and other pertinent individuals—to appear before the committee on a specified date.
- 2.The Inquiry Committee shall investigate the charges by examining relevant oral and documentary evidence. The accused shall have the right to cross-examine witnesses.
- 3.The Inquiry Committee shall conclude its investigation within a reasonable period, not exceeding one month after receiving the accused's response.
- 4.If the Inquiry Committee determines that the accused is obstructing the inquiry process, it may issue a formal warning. Continued obstruction may result in the committee proceeding with the inquiry as it deems necessary to ensure a fair and just resolution.

Categorical of Student Misconduct

Minor Misconduct

- 1.Engaging in misbehavior.
- 2.Demonstrating disobedience.
- 3.Exhibiting disrespect.
- 4.Displaying disorderly or unreasonable conduct, including inappropriate behavior, language, or messages conveyed on campus.
- 5.Failure to display the student identification card.
- 6.Using a mobile device at an inappropriate volume (e.g., playing music or religious sermons audibly in shared spaces).
- 7.Defacing campus property or engaging in unauthorized wall chalking within the institution.
- 8Entering or remaining in college premises without authorization.
- 9.Creating excessive noise in classrooms.
- 10.Engaging in hooting or disruptive behavior towards others.
- 11.Raising slogans against the institution or its designated officials.
- 12.Using electronic or other means to record videos or take photographs of others without their consent.

Major Misconduct

- 1.Engaging in unauthorized social gatherings, coupling, or gender mixing.
- 2.Student unions displaying symbols, badges, flags, or agendas affiliated with political or religious organizations.
- 3.Participating in or encouraging any form of hazing or fooling activities.
- 4.Inciting or provoking protests and strikes.
- 5.Organizing or participating in protests or strikes.
- 6.Leading or instigating walkouts from classrooms, examination halls, or official events.
- 7.Possession of licensed or unlicensed weapons within KITAAS premises.
- 8.Possession or use of narcotics, intoxicating drugs, alcohol, hashish, or cigarettes.
- 9.Engaging in theft, misuse, or misappropriation of institutional assets, resources, or funds.
- 10.Possession or storage of immoral audio, video, or published materials, including rebellious literature.

Gross Misconduct

- 1.Engaging in or promoting sexually immoral activities.
- 2.Committing acts of sexual harassment, including sexual advances, solicitations, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- 3.Engaging in physical violence, including assault, battery, stabbing, mugging, or any form of physical attack.
- 4.Committing financial fraud or embezzlement.
- 5.Possessing or handling dangerous devices or substances that are toxic, explosive, ignitable, or corrosive.
- 6.Engaging in acts of vandalism or destruction of institutional property, including physical and technological resources.
- 7.Perpetrating any form of harassment, aside from sexual harassment, that is based on race, gender, ethnicity, religion, or belief, and that causes significant distress, fear, or harm to others.

Location *and* Campus Life



Community Life & Surroundings







Contact & Information

We are here to support your journey with the KITAAS COLLEGE (Khaldunia Institute of Technology and Applied Sciences) Feel free to reach out to us through the following channels:

Main Contact Information

Address

3 km from Thokar Niaz Baig, Multan Road, Opposite EME Society, Lahore.

Phone

0317-1548227 / 0322-8055099

Email

info@kitaas.edu.pk

Website

www.kitaas.edu.pk

Department Contacts

Admissions Office

admissions@kitaas.edu.pk

Phone

0317-1548227

Director Accreditation

accreditation@kitaas.edu.pk

Phone

0334-7287477

HOD Campus

farzan.cs@kitaas.edu.pk

Phone

0334-7287477

Social Media

Stay connected with us on social media for the latest updates, events, and news:



@KITAAS College



@kitaas.edu.pk



@kitaas college



@dr.nizamuddinofficial9218



@khaldunia

Operating Hours

Monday to Friday

9:00 AM - 5:00 PM

(Campus services and support)

Saturday

9:00 AM - 1:00 PM (Limited services)

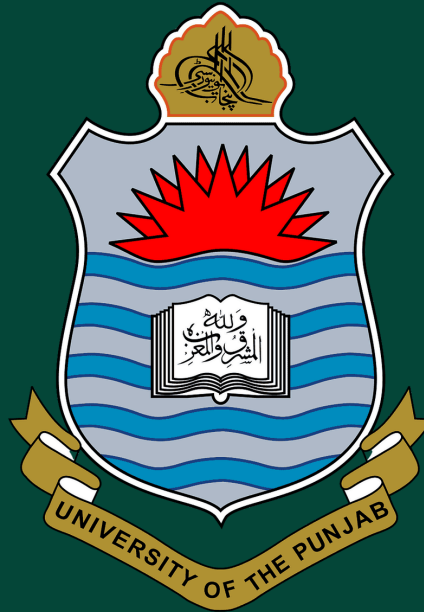
Sunday & Public Holidays

Closed

Feel free to visit our campus or contact us through any of these platforms. We look forward to connecting with you!



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