



Student Code of Conduct

Failure to read this handbook does not excuse students from the rules, expectations and procedures contained in it. Contradictory advice from any other source will not replace the rules contained in this handbook.

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IVS VISION

A pre-eminent institution for art and design education that nurtures creative and critical expression, and graduates students who are socially responsible citizens committed to bettering their surroundings.

MISSION STATEMENT

IVS is an inclusive community that respects individual and intellectual diversity. Each department has its distinct character and also functions closely with others. A rigorous course of study cultivates an in-depth disciplinary understanding along with effective interdisciplinary practice.

We value our heritage and crafts, and strive to ensure their continuity in the contemporary world. Through engagement with artists, architects, designers, scholars, researchers, and artisans, our students learn the importance of collaboration, the interplay of multiple perspectives, and the value of research in the creative process.

We prepare our graduates to take risks, become creative leaders, and work towards sustainable futures..

CORE VALUES

A member of the IVS community:

- Has a passion for learning
- Strives for excellence
- Is ethical
- Has dignity and humility
- Values criticism
- Embraces diversity
- Respects the environment
- Works towards positive social change

THE SYMBOL

Water symbolises knowledge, its acquisition and dissemination.

Waves symbolise the cyclical motion of life.

Tree symbolises the evolution and growth of thought and vision.

The geometric patterns of the symbol unify space in a rhythmic order; while the sculpted spaces symbolise the sky, the environment, and the limitlessness of human possibilities.

Zahoor-ul-Akhlaq
1941–1999

INTRODUCTION

Aims and Objectives

The IVS Code of Conduct brings together core values and principles that guide the behaviour of students. It is designed to uphold the philosophy of the School and reflect its mission and vision statement within the student body.

IVS expects that conduct of the student on and off the School campus will be in conformity with all highest standards of honesty and integrity. Students will respect the rights and privileges of members of the School Community at all times. They will uphold at all times the reputation of the School and/or any of its programmes and community members.

Applicability

The IVS Code of Conduct shall be applicable towards any person enrolled at the School for a course of studies leading to an undergraduate degree, graduate degree, or diploma and certificate within the School or any person (registered with any other University or Institution) who has been accepted for an approved programme of study, short course or training at IVS.

Compliance

Failure to observe the IVS Code of Conduct may lead to formal disciplinary action by IVS, which may include suspension, termination or any other penalty which the School may deem fit to impose. Before disciplinary action is imposed, a student will be given the opportunity to present and clarify his/her position before an Arbitration Committee on the alleged misconduct. In case of disagreement with the decision of the Arbitration Committee, the student may formally appeal to the Executive Director.

Receipt

Students are required to read this document and make sure they understand it. If students are in doubt about the meaning of any part of this Code, or its possible implication on their behaviour, they should consult their faculty member / Head of Department / Registrar, who will provide more guidance.

All students shall acknowledge the Students Code book, take the undertaking given at the end of this document and certify that they have read and understood different policies and that they pledge to comply with them. If a student is unsure about the extent of his/her compliance, she/he will be provided further explanations by the Head of his/her department.

ACADEMIC CONDUCT

IVS upholds and nurtures an environment that is based on academic integrity. Academic integrity can be defined as a set of intellectual and moral values that are rooted in honesty.

Members of the IVS community are ethically obligated to be honest in all their interactions and dealings, ranging from communication about student absences to student performances on creative works, papers and on written tests. In addition, those students who witness or are aware of another student's academic dishonesty have an ethical and moral obligation to report any incident or information to the responsible faculty member / concerned Head of Department or Programme / and/or the Registrar.

- Students will at all times respect the process of learning and approach all educational material and exercises with sincerity and responsibility.
- Students are expected to attend all classes, seminars, studios, study tours/visits, examinations and other scheduled courses and activities as per the timetables/assignments given by the faculty with exemption granted only in cases or for reasons acceptable to the School.
- Students will obtain authorization before procuring, possessing, distributing or receiving any confidential material pertaining to academic tests, examinations and research or studio results from any source.

Guidelines

Course requirements may vary or differ from one studio/classroom to the other depending upon the nature of the work and instructions from the concerned faculty member. Following guidelines however apply across the board to all courses and activities on campus:

- Punctuality and regularity are essential.
- Submission of all projects and assignments on time is essential.
- Written assignments should be typed with proper presentation as per instructions of the concerned faculty member.
- It is the responsibility of the student who has not attended the class to inquire as to what he/she has missed and ensures that their learning process and all course requirements are met. All faculty members reserve the right to refuse permission to any student for attending the class if the student is late or regularly comes late.
- Smoking is strictly prohibited in studios, classrooms and on campus. Noncompliance will lead to disciplinary action.
- It is the responsibility of all students to ensure that their workspaces are kept clean and tidy.
- Students must wear an apron, mask or gloves whenever dealing with harmful chemicals or toxic gases.
- Playing soft music in studio while working is permissible if prior permission has been granted by the concerned faculty member and other students in the class/studio. The volume of the music should be regulated to ensure that no other class is disrupted and also the community in and around IVS campus is not disturbed.

Late Stay at School Campus

Staying late on campus for academic purposes is possible only through written and advance approval of the concerned faculty / Head of the Department, specific faculty in-charge and Registrar's Office. After office hours, permission forms are available at the IVS Information Desk.

Permission for late stay should be obtained on designated form before 4:00 pm. Any application received thereafter will not be processed and student(s) will not be allowed to stay late on the campus.

This is applicable for late stays during weekdays i.e. Monday- Friday. For late stays during weekends, applications must be processed before 4:00 pm on the preceding Friday.

In case of staying on campus after School timings, students must ensure that their behaviour and actions are in compliance with the core values outlined in this code book.

Night Stay at School Campus

Night stays at School campus are permitted only to facilitate students for completion of their work/projects and shall not be construed as a basic right or a required feature of academic life. The management of IVS highly discourages night stay application by foundation year, 2nd year and 3rd year students for all departments.

Prescribed application form must be used to apply for night stay at IVS. The duly filled form signed by the applicant, respective faculty, HoD and parents must be handed over to IVS Administration between 8:30 am and 4:30 pm one day before the night stay is required at IVS. The IVS Administration, after due diligence, will finally approve or disapprove the night stay. Please refer to IVS Night Stay policy for detailed terms and conditions.

Grade Appeals

Grades once submitted by the department to the Academic Office are final except under exceptional circumstances. No alterations shall be made except for errors of transcription or calculation. Informal discussion between the student and the faculty issuing the grade in question must precede the filing of any formal grade appeal.

A student making a grade appeal must present a written statement, of his/her case, to the Head of the Department / Director Graduate Studies within 5 days of the receipt of the official grade, who shall determine whether there are valid grounds for further action or not. If, in the judgment of the HoD/DGS, there are no valid grounds, the appeal will be denied, and the process ends with that decision. If, in their judgment, there are valid grounds, the HoD/DGS shall seek to reconcile the differences through meeting with student and concerned faculty. The student has an option to further appeal to the Dean and Executive Director.

Attendance Policy

Regular attendance is absolutely a prerequisite in achieving good academic performance in a semester-based academic system. It is the responsibility of every student to be regular and punctual in his/her attendance. The following Attendance Policy is enforced at IVS:

- (i) Students are required to have **minimum of 80% attendance** in each course including the final year thesis:
- (a) This means that for a standard 3 credit hour course offered over a period of 14/16 weeks (theory/studio), it is mandatory for students to attend at least 11/13 classes (an allowance of 3 classes is available).
 - (b) Courses with a different credit hour weightage or such courses which are offered in block, 80% of the total number of scheduled classes/studio sessions is mandatory to attend.
- (ii) A student will automatically receive 'F' grade (fail) if his/her attendance drops below 80%. Such students will also not be allowed to take part in the final exam / final submission.
- (iii) Students are expected to be on time in all lectures, seminars, tutorials, workshops, lab/studio/practical session, professional placements and field trips.
- (iv) All late arrivals will be recorded and will constitute part of the student's official attendance record. Some instructors may convert 3 or more late arrivals into one absence. Such a policy is entirely at the discretion of the course instructor but must be specified in the course outline.
- (v) If a student is absent from a class/studio, it is his/her responsibility to find out and cover whatever was missed. The course instructor reserves the right to refuse help to students who miss classes/studios regularly.
- (vi) If a student is expected to miss a class(s) due to any official participation in curricular and co-curricular activities representing IVS, it is the responsibility of the student to submit an official authorization from the HoD / DGS/ Registrar's Office prior to the event.
- (vii) Minor illnesses, personal urgent work, religious obligations (performing Umrah/Hajj) shall only be utilized under the stipulated 20% allowance given in the attendance policy. However, in case of extreme mitigating circumstances, please refer to the clause below on "Special Consideration".

Special Consideration

Special consideration regarding the excuse of absence beyond 20% allowance is only applicable in case of:

- (a) serious illness involving hospitalization of the student
 - (b) death of immediate family member.
 - (c) any other serious mitigating circumstances beyond the control of the student (to be assessed and approved by the School).
- Application for special consideration must be submitted in writing to the Head of the respective department/programme within 3 days of rejoining the School.
 - The application must be supported with necessary certified official documentary evidence (such as medical records, hospitalization records, death certificate, etc.).
 - The application should clearly indicate the affected courses along with dates/deadlines associated with these courses.

Cheating

Cheating in an academic context includes any form of deceptive behaviour involving examinations or other academic work and is strictly prohibited and will be penalised. Cheating includes but is not limited to the following activities:

- Sharing oral or written information during an exam.
- Inventing data or fabricating sources for a research project.
- Helping other students or taking help from others to violate the principle of academic integrity (for example, by allowing them to copy a paper for an assignment or allowing them to assist in creative work in any form is also ethically and professionally wrong). Under no condition is help from a professional expert allowed on any assignment.
- Collaborating with others on academic assignments when it is supposed to be an individual work without permission from the concerned faculty member.
- Submitting all or part of same work for the determination of a grade in two or more different courses without obtaining prior approval from the concerned faculty member.
- Lying about the need for extensions on paper assignments or exams or lying and submitting a false medical certificate or doctor's prescription for availing academic leave.

Unless permitted by the concerned faculty member, students are prohibited from working with others (such as other students, friends or relatives) on coursework, including in-class and take-home tests, papers or assignments. When a faculty member specifically allows working with others, the extent of the collaboration must not exceed the limits set by the concerned faculty member.

Students are responsible for knowing the rules - ignorance is no defence. Those students who violate the IVS Code of Conduct are held accountable for academic misconduct and are subject to disciplinary actions, including suspension and disenrollment.

Plagiarism

Plagiarism is the presentation of someone else's ideas, work or statements as one's own. This includes, but is not limited to, copying written answers verbatim from a book, taking articles or images from the internet or a research CD, "cut/copy and paste" from an internet source, copying another student's work, permitting another individual to copy your work, permitting another student to do someone else's work, whether intellectually, creatively or physically.

The difference between quoting, paraphrasing and copying must be understood. Students will ensure that any original academic writing (including essays, thesis, Final Research Paper, research projects or assignments) in a course or programme of study either represent his/her own words, ideas and images, or data as appropriately referenced.

Students who knowingly allow their own work to be copied are just as guilty as the students copying it. When using the words or ideas of another, even if paraphrased in one's own words, one must cite the source and appropriate reference must be documented.

In case of any doubt about whether a particular act constitutes plagiarism, a student must consult the relevant faculty member.

Academic Misconduct

Academic Misconduct is any behaviour that disrupts or obstructs classroom or School activities. Examples of academic misconduct include, but are not limited to, communicating with other students during an exam, entering a class in which the student is not enrolled without permission of the faculty member, and refusing to comply with instructions given by the faculty member.

A faculty member also has the discretion to define academic misconduct and to determine the grade penalty for any act of academic misconduct in her/his class. Politicising an issue and indulging in any violent activity that disturbs academic life is also regarded as academic misconduct.

Misrepresentation of Academic Records

The misrepresentation of academic records occurs when a student distorts, falsifies, or tampers with his or her academic records or any other School documents. Students involved in any act regarding misrepresentation of academic records are subject to disciplinary action, including suspension and disenrollment.

SOCIAL CONDUCT

IVS is built on values of compassion, inclusion, amity and empathy, and is a welcoming haven for all manner of creative individuals in Karachi and beyond. The institution upholds the dignity of every member of its community and promotes their academic and artistic freedom within its walls. These are mutually held values from which any divergence is not tolerated.

The following principles should be upheld by the students in all circumstances.

Honesty

Honesty is the cornerstone of an ethical and principled society. As such, IVS students should manifest a high level of integrity and will be held accountable for their actions as adults. The School attempts to instil in students a level of individual responsibility equal to the demands that will be placed on them in the future within society and within their chosen profession.

Discipline and Honourable Behaviour

Students must take individual and collective responsibility for honourable behaviour. They must ensure that every effort has been made to prevent and avoid academic misconduct and report acts of misconduct whenever witnessed.

Students should ensure that their actions do not endanger or threaten the health, safety or wellbeing of themselves and other person(s) as well as of IVS academic environment.

Discrimination

IVS does not discriminate in admissions, employment, education, or services on the basis of religion, gender, sexual orientation, socio-economic status, disability or record of a disability, ethnic origin, caste, race, or national origin. Likewise, IVS also expects that no member of its community will be discriminated against by any other member for any of the above characteristics. Consequently, the school prohibits the denial of any academic, social, recreational, employment, medical or other opportunity or service by any individual to another on these grounds. IVS also prohibits the use of different standards of evaluation for disciplinary action, academic work, job performance, employment, or promotion based on any of these individual or group characteristics.

Harassment and Sexual Harassment

IVS maintains that its employees and students have the right to a healthy and safe working and learning environment, free of discrimination, intimidation, and harassment.

Harassment means written, verbal or physical conduct that adversely affects an individual's ability to participate in or benefit from the school's educational programs or activities or causes an overall impairment of the individual's morale, because the conduct is so severe or persistent. This may include conduct that is based on an individual's actual or perceived religion, gender, sexual orientation, socio-economic status, disability or record of a disability, ethnic origin, caste, race, national origin or any other distinguishing characteristics.

Sexual harassment may be defined as any form of unwanted verbal, non-verbal, or physical conduct, of a sexual nature that creates an intimidating, hostile, excluding, degrading, or offensive environment.

The IVS Policy on Protection Against Harassment and Discrimination (see full text on the IVS website) identifies procedures for dealing with such issues promptly and effectively within the institution, including but not limited to disciplinary measures, in order to protect both the safety and rights of all members of the IVS community. A Campus Conduct Committee and a Sexual Harassment Inquiry Committee have been set up under this policy, where students, staff and faculty can file an official complaint if required.

Dress Code

The well-being of students is the top priority within the inclusive and diverse community of IVS. The dress code should at all times safeguard the students' health and safety, for example while using machinery and equipment in the studio or while participating in extracurricular activities. During research related study trips within the city or outside, students are requested to be aware and respectful of changing environments.

Abuse and/or Assault

Using abusive and offensive language with staff or any other fellow student is considered a breach of the Code of Conduct. Any physical, verbal, or written abuse of any person/persons in School or at IVS-sponsored events or conduct that threatens or endangers the mental and physical health or safety of any person/persons is prohibited. Penalty for violation may range anywhere from disciplinary warning to suspension or disenrollment.

Ragging

The School has a zero-tolerance policy against any form of ragging. All methods of ragging including physical pranks or crude humour that may cause emotional distress or physical injury are prohibited and will be dealt with severe disciplinary action.

Disruptive Behaviour

- Students individually or as a group will obtain formal IVS approval before organizing or assisting in organizing demonstrations, rallies or picketing on campus.
- Students individually or as a group will refrain from disseminating or causing to disseminate material or engaging in activities such as ragging or jokes that involve physical or emotional abuse of any other student, social, religious or ethnic group and which hinders or prevents the full participation of another person(s) in the life on campus.
- Students may not engage in conduct that intentionally disrupts or obstructs teaching, research, administration, disciplinary procedures, freedom of movement, and other lawful activities on campus. Disorderly, indecent, or obscene conduct/expression, either in or on School owned/ School controlled property or at School sponsored functions, intentionally/recklessly is also forbidden.
- Disciplinary action may range from temporary suspension to permanent disenrollment from IVS.

Vandalism

IVS does not condone damage to or intentional/ malicious misuse of School owned/ School controlled property or the property of any member/ guest of the School community. Students found doing so may be subject to disciplinary action as well as covering costs associated with repair or replacement.

Cellular Phones

Students are allowed to have cell phones on the IVS campus but their usage is restricted to spaces not being utilized for academic purposes.

IVS rules regarding cellular phone usage are outlined below:

- Students are prohibited to use Mobile/Cellular phones in the classrooms, studios and in Marium Abdulla library.
- Mobile/Cellular phones are to be kept switched off or on silent mode when students are at the above mentioned locations.
- Student are entirely responsible for the security and safe custody of phone sets. The School Administration is not responsible for loss of phones by students.

Smoking / Use of Tobacco

Use of all tobacco products and cigarettes including vapes is prohibited on campus, as specified by HEC regulations under the official law of the land. All violations are subject to disciplinary action.

Alcohol and Other Drugs

IVS strictly prohibits the distribution, possession, or use of alcohol or other controlled substances on School property or as a part of any student activity/ event with which the School's identity is associated.

Presence of an alcoholic beverage container, including one that is empty, will be treated as possession of an alcoholic beverage. All people in immediate vicinity of such a container may be considered to be in violation of the policy. Any consideration of exceptions to this policy will be handled on a case-by-case basis. For example, using empty bottles for drawing purposes, academic/art projects and/or decoration are an exception to the above rule.

It is possible that a student under influence of alcohol/drugs may exhibit inappropriate behaviour and be considered a threat to the welfare of other members of IVS community or even to herself/ himself. IVS policy is to call the police or shift the student to a hospital for diagnosis, treatment and observation. The student will be required to remain under the care of the hospital until she/he is released by the hospital's attending physician. The student will be held responsible for all costs incurred.

Arms and Ammunition

IVS strictly prohibits possession of firearms, explosives or any type of weapon, including, but not limited to air pistols, BB/TT guns/rifles/shotguns of prohibited/non-prohibited bore, knives and fireworks of any type on campus during or even after School hours. Violation of this rule would make the student liable to suspension and/or expulsion from the School even on the first occurrence of offence.

Personal Property

IVS cannot and does not assume responsibility for personal accident, injury or illness sustained by the students, their guests, or visitors, nor for any damage, theft, or loss of any property belonging to students, guest, visitors, or others such as exhibited work display, mobile phones, laptops, calculators etc. All incidents involving loss of personal property should be reported to the School Administration immediately and must be recorded in School's Incident Register maintained by the Information Officer for necessary follow up. Students are required to be vigilant about the security of their personal belongings.

IVS encourages students to contact an insurance carrier of their choice to ensure protection against any harm or loss to person or property.

Theft

Students must to safeguard their valuable items. IVS does not take responsibility of lost items under any circumstances. However, School continuously strives to make the campus environment safer for IVS Community. IVS campus is monitored through a network of surveillance camera 24 hours a day for security reasons. On event of theft, victim should make immediate contact with IVS Administration for necessary follow up.

POLICIES AVAILABLE ON IVS WEBSITE FOR STUDENTS' REFERENCE

Following policies are available in Policies and Guidelines Section on IVS Website

Academic Policies covers current academic grading policy and information on requirements for graduation, credit ratings, awarding of grades, incomplete grades, final grades, attendance policy, assessment policy, academic probation policy and remedial.

The IVS Policy on Protection against Harassment and Discrimination provides definitions of key terms, structures for addressing and resolving such issues, and procedures for filing complaints.

IVS IT Usage Policy outlines the defined standards regarding the use of IT equipment and systems at IVS.

Financial Assistance/Scholarship Manual covers types of financial assistance offered by School, procedure for delivering Financial Assistance/Scholarship, composition of Financial Assistance/Scholarship Award Committee and management of Financial Assistance/Scholarship Fund by School.

GENERAL RULES AND REGULATIONS

Written School Authorization

- Religious and social activities held on Campus must have prior formal (documented) authorization from administration and must be organised in consultation with the Student Council and the faculty member in charge of Student Council activities.
- Students will obtain formal written authorization from the Executive Director before making public statements, communication or correspondence with the press or other media for communication on behalf of the School.
- Unless authorized in a formal documented format, the students will refrain from inviting government and or foreign dignitaries, ministers, representatives of foreign governments/agencies or other public personalities in their official capacity on the campus.
- Sales in any area of the School without formal (documented) permission from the Administration are prohibited. Activities that involve commercial companies promoting their products and campaigns need to be scrutinised and approved by the administration and concerned Heads of Departments before seeking permission from the Executive Director.
- Any student/students engaged by the media for a public debate on any issue are required to obtain formal written authorization since activities such as this might lead to the disruption of classes or the exploitation of students.

Use of School's Name and Intellectual Property

Students are required to use the IVS name and intellectual property such as the School logo and symbol etc with respect and responsibility and with prior notice and adequate justification to the Administration. Any use that may put IVS's reputation in danger must be avoided and will lead to disciplinary action. For correct use of IVS logo, please contact the Administration for advice and guidance.

Demonstration of Responsible Online Behaviour

IVS recognizes role of social networking platforms for active exchange of information and knowledge generation. IVS also understands that while sharing information through social media has increased human capacity to express itself in unlimited ways, it has also added responsibility that demands careful behaviour and understanding of the medium.

It is expected that IVS students and alumni will take this responsibility seriously by being selective in sharing information, photos and other items posted on social networking platforms.

IVS also encourages campaigns run on social networks by its students, alumni and staff to spread awareness and engaging community for good causes.

Here are some useful tips for responsible use of social networking platforms:

- Use of profane and inappropriate language should be avoided at all times.
- Healthy criticism on anything related to School is allowed as IVS appreciates critical thinking but demeaning messages, abusive language or any photo or content that may be embarrassing to anybody or to School by any student or a group of students will be asked to

be removed immediately by the School from any website. Failure to do so may result in disciplinary action.

- In case of personal blogs and other personal posts, students are suggested to use disclaimers that make it clear that the opinions expressed are solely those of the author and do not represent the views of IVS.

Identification Cards

Students must obtain their ID card upon joining IVS from the Administration. Students are required to swipe their ID cards on the Access Control System deployed at the main gate for entering into School premises.

Students not carrying ID cards will be charged Rs. 200/- to allow each entrance to the School premises and will be declined Library usage and all other services associated with the ID cards. In case of lost ID card:

- Student must immediately contact the Administration to report the incident and request for a new card.
- In case of loss of ID card student would be charged Rs. 1,000/- for issuance of new ID card.
- ID cards can be collected from Admin Officer within one week of the request and payment of related charges to Accounts Office.

School Closure Policy

All such days not mentioned as holidays in the annual academic calendar of the School nor designated by the Federal Government as an official nationwide holiday shall be treated as full working days regardless of any political, social and weather conditions.

The School will remain open in all circumstances unless law and order conditions are so severe as to require closure either because of general instructions from the Federal Government or any law enforcement agencies. This policy applies to day, evening, weekday and weekend classes of the School as well as all scheduled meetings and events at the institution. However, individuals are advised to take necessary precautions and to avoid dangerous conditions traveling to, from, and around the campus and evaluate the risks involved.

Lost and Found

Any lost item found on campus should be handed over to the Administration. It is the responsibility of the Administration to record a description of the found item in the School's Incident Register maintained at the IVS Information Desk. Such an item may be claimed by the owner following a description and any other pertinent verification of ownership following a formal acknowledgement in the Incident Register.

Disciplinary Coverage for School Sponsored Activities

The students must ensure that their conduct towards people present at school events/activities is cordial in nature and worthy of the school's representation. A student whose behaviour causes unpleasantness or causes emotional, psychological and/or physical harm to anyone present or damage any property at such an occasion will be subject to strict disciplinary action.

EDUCATIONAL FACILITIES AND SERVICES

IVS has a variety of educational facilities; all these require maintenance and responsible usage to ensure their longevity. Students are expected to contribute in this endeavour by keeping the study area clean and tidy, as well as preventing misuse or damage of such facilities from taking place.

Replacement/repair of misused/damaged equipment has a directly proportional consequence on the students' tuition fee as payment for these facilities is achieved through the charges in the tuition fee.

Students should understand that the ownership of the facilities lies with them and that these facilities are for their facilitation in the learning process.

Marium Abdulla Library

Marium Abdulla Library houses approximately 13,000 print books, over 1,000 e-books and subscription to 30 international and local magazines. Library also has access of JSTOR, an online database consisting of about 2,500 research journals along with Digital Library provided by the Higher Education Commission of Pakistan. Students can obtain password of JSTOR from the Librarian.

Other facilities at the Library include public computers available with Internet Wi-Fi connectivity, printing and Online Public Access Catalogue for students, faculty and other users of the Library.

General guidelines for Library users are as follows:

- Library resources categorized as reference material cannot be taken out of the Library.
- The Library issues each student up to 3 non-reference Library resources for 7 days upon presenting his/her ID card.
- Resources can be reissued on due date for another 7 days without any fine/penalty.
- Failure to return issued resources on/after due date stamped on the issuance slip of book/resource makes student liable to pay fine at the rate of Rs. 20/- per day per book/resource.
- Library staff sends courtesy reminders to borrowers who have not returned the borrowed MAL resources. Failure to receive reminder does not reduce obligation of fine/penalty from the borrower.
- Any issued Library resource NOT received within 4 weeks over the due date will be considered lost and would be charged on the borrower's term bill/ fee challan.
- The cost of a lost book would be calculated as the market price of the lost Library resource plus an additional 50% of that figure as the processing fee.
- Damaged library resources will be charged at the actual replacement cost retroactively.
- Failure to return Library resources or no restitution of resources can result in a student's transcript being withheld or registration privileges suspended for the following semester or security deposit being withheld upon graduation/separation from School. This also applies to library fines.
- The Library is open from 8:30 a.m. to 7:00 p.m. on working days (Mondays to Fridays) and on Saturdays from 9:00 a.m. to 2:00 p.m.

Agha Hasan Abedi Textile Resource Centre

The Agha Hasan Abedi Textile Resource Centre is a valuable audio-visual resource for students and textile researchers. It is a designated space for design references consisting of various textile samples, traditional and contemporary.

The collection of the Textile Resource Centre comprises of printed, woven, embroidered and experimental fabric samples. A wide range of indigenous textiles are collected from all provinces of Pakistan and in addition, its collection includes some thesis projects of IVS Students.

Both the resource centres can be accessed between 8:30 a.m. and 5:15 p.m. on working days (Mondays to Fridays). A Resource Centre Officer stays on duty in the designated time for student assistance and issuance of Resource Centre material.

Agha Hasan Abedi Computer Lab

The Agha Hasan Abedi Computer Lab facility is provided for students for academic purposes only. The lab is equipped with state of the art computers, newly acquired in the beginning of 2024. It is divided into two sections i.e. the **Teaching Lab** and the **End User Lab**.

It is the responsibility of students to use these facilities carefully and in an appropriate manner. By using IVS's computer labs, each student agrees to abide by the following rules:

- The **Teaching Lab** will remain open from 8:30 am till 5.15 pm (Monday to Friday) and can only be used for scheduled classes as per the official timetable.
- CEP classes in the **Teaching Lab** will be held between 5:30 pm and 7:30 pm (Monday to Friday) and 3 pm to 8 pm (Saturday) only as per the official timetable.
- The **End User Lab** will remain open from 8:30 am till 7:00 pm (Monday to Friday) and 9:00 am to 2:00 pm (Saturday).
- Eating, drinking, smoking or chewing inside both computer labs is strictly prohibited and students may be asked by the staff to leave if they are found doing these activities.
- Water bottles, bags, tea and coffee are not allowed in both computer labs.
- Laptops are not allowed inside the **Teaching Lab**. However, they can be used in the **End User Lab** only at the designated areas.
- No loud group conversations and disruptive behaviour is allowed.
- Hardware and furniture is not allowed to be moved from its original position.
- Do not write anything on the tables and chairs.
- Any computer in the **End User Lab** found unattended for more than 15 minutes may be allocated to another student. The lab staff will not be responsible for the loss of unsaved data.
- The computer lab staff is authorized to remove individuals from the computer labs for violating any of the above rules. All such cases are also reported to the **Disciplinary Committee** for necessary action that may include fines, suspension from the computer lab and School, etc. Be aware that the Computer Lab is monitored by CCTV camera.

Wireless internet on students' personal laptops or WAP devices is available on Campus for which a password can be obtained from the IT staff on presentation of the student's ID card. Students are also allowed printouts with nominal payments.

IVS supports the free flow of information and ideas over the net but will periodically monitor the use of the services. Similarly, IVS does not exercise editorial control over the contents of any electronic mail transmission, newsgroup, or other material created or accessible over or through the services. IVS may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil violation. Violation of this policy may result in the suspension or termination of either access to the services and/or an IVS account or a user's facility.

All students must consult the IT Manager prior to making use of the system or any account in a manner that might be considered peculiar. Failure to gain prior approval may result in being cited for a violation.

Film and Video Studio

The Film and Video Studio was set up for meeting the needs of Media students in the Communication Design department and New Media students in the Fine Art department. The facilities can also be used by all other IVS faculty and students, depending upon their availability outside of scheduled coursework. The facilities include a sound studio, a Chroma room, a Mac lab and a range of high-end cameras, sound and lighting equipment. The sound studio and Chroma room have ample space to create sets for short videos. The Chroma room also has green screens allowing users to incorporate visual effects in films.

To use the Chroma room, sound studio and any equipment from the studio, students are required to make an advance booking with the Film and Studio Officer. It is the responsibility of each user to take utmost care of the equipment and space while it is checked out to them, and they are liable for any damage to it.

Official Email ID

Students must obtain their student webmail username and password from IT staff upon joining IVS. Students are encouraged to regularly check their email accounts for School updates and communication from their faculty members.

In case of a forgotten password or malicious activity on an email account, students must immediately contact IT staff for assistance.

IVS Gallery (Zahoor-ul-Ikhlaq Gallery)

The IVS Gallery is the formal space for holding exhibitions at IVS. The Gallery caters to the IVS community as well as to the broader art community outside the School. The Gallery remains open from Monday to Saturday 11:00 am – 07:00 pm, and occasionally on Sundays. Students are expected to take academic interest in the activities of the Gallery and use its potential for enhancing their learning process.

GENERAL FACILITIES AND SERVICES

Student Counselling Service

The on-campus Student Counselling Service is staffed by professionally trained mental health practitioners who are equipped to provide psychological counseling. It aims to enhance the mental and emotional well-being of students, help them improve their academic performance, and provide a more stable and positive university experience. The counselors conduct activities such as personalized one-on-one counseling, group counseling, academic support programs, and workshops.

IVS recognizes that many students can struggle with stress and anxiety over academic performance, as well as a range of personal and social issues such as low self-esteem and motivation, social isolation, domestic or on-campus conflict, financial worries, and so on, but hesitate to seek professional help. Our goal is not just to provide a response to crisis situations after they have occurred, but to normalize talking about and seeking help for mental and emotional well-being, set new aspirations, deepen self-understanding, and work towards a positive self-image.

All students who are currently enrolled at IVS can contact the Student Counselling Service via email (counselling@ivs.edu.pk) and set up an appointment.

Fire Safety and Emergency

It is imperative that students and other members of the IVS community take policies regarding this issue with the utmost seriousness. Students violating this policy are subject to possible prosecution from both the School and local authorities. In addition, individuals can be legally liable for other civil and criminal negligence should a fire or other related problems occur.

Fire safety equipment, including extinguishers, exit signs, fire doors should be in working order at all times. Tampering with these safety devices, dispensing or improper use of fire extinguishers is a violation of law and can endanger lives and property. Individuals found to be responsible for such actions will be dealt with severely, including possible criminal prosecution.

First Aid Facility

Students are provided with general safety information about the handling of equipment, such as electric drills, cutter or any other power tools/ equipment that they are required to use as a first measure to avoid accidents or injury.

There is a basic first aid facility available with the IVS Information Desk. In case of an emergency, the School Administration will take responsibility of taking the student to the hospital/ clinic/ medical aid. Then the student's parents/ guardians will be informed. The student shall pay for all costs involved in hospitalisation.

Toilets

The School's housekeeping staff maintains and cleans the toilet facilities on a regular basis. Students are required to observe personal hygiene rules while using the toilets and ensure cleanliness of their surroundings. Water is a scarce, precious resource and all students, faculty and staff are obliged to conserve water and other natural resources and use them efficiently. If they notice any water leakage in the toilets, they should immediately inform the Administration.

Waste

Students are expected not to throw trash around and leave empty used bottles or wrappers after they have consumed the drink/food. It is a mutual responsibility of the students to keep the IVS campus neat and clean.

Parking/ Driving Regulations

During School hours, IVS students should park their cars or motorcycles outside the campus. Students are expected to know and follow the general rules and regulations regarding driving and parking. All signs designating either "restricted" or "no parking" areas are to be observed.

Driving in the wrong direction is a violation. This also includes parents/guardians/drivers. Anyone picking up or dropping the students must abide by the rules and follow the instructions of the School security guards who manage traffic movement during rush hours. Students can park their cars at both the front and back of the campus.

Any incident of misbehaviour and/or disrespect, on the part of parents/guardians/drivers or any other person associated with a student, towards the School's security guards or any other employee of the School will make the student liable and may lead to disciplinary action against that student.

Use of Lecture Halls/ Board Room /Meeting Room

All School rules in the Student Handbook apply to these facilities. The use of lecture halls is by prior permission and booking through the Academic Office whereas booking of the Board Room and Meeting Room is facilitated by the Information Assistant at the front desk.

Studio Spaces

Studio courses require late staying and therefore require the use of valuable IVS resources in a conscientious manner. Students are expected to not bring food items to their studios and avoid wastage of resources by demonstrating responsible and efficient behaviour.

Cafeteria and Stationery Shop

The IVS Cafeteria provides hot food, snacks and other edible items at reasonable prices. The stationary shop is well stocked with stationery/art supplies as well as photocopying facilities. These shops operate from Monday to Saturday between 08:30 am and 07:00 pm. (The timings are occasionally extended slightly, by the owners of the shops upon request by the students who stay late for their work). Students are expected to ensure that the area adjoining this facility is kept neat and tidy. They are also required to refrain from noisy and disruptive activities at this facility so that they do not disturb adjacent academic facilities and also the surrounding residential neighbourhood.

Elevator

The elevator is maintained by the IVS Administration for providing campus access to differently abled students and visitors, and those who have serious health concerns and cannot use stairs on the campus.

Lockers

Each department has lockers and students are provided with keys. On leaving the School students are required to empty out their designated lockers and return the keys to the administration.

Pond Field

All landscaped areas including the Pond Field, are maintained by the School. Students are expected to act conscientiously by refraining from littering these areas and ensuring that they do not damage the landscape features in any way.

Prayer Area Facility

A small area is provided for those who may wish to pray. It is expected that all those using this space will ensure that it remains clean and tidy and that its sanctity is respected.

STUDENT ACTIVITIES AND ORGANIZATIONS

Throughout the academic year students are involved in cultural, social, educational and sports activities. Most of these activities are planned under the umbrella of the Student Council with guidance from the faculty member in charge of Student Council activities.

Student Council

IVS has a Student Council that handles student affairs, events, activities and concerns. All current students enrolled in the undergraduate degree programme elect the Student Council. It ensures a sense of cohesion amongst the entire student body and creates a platform for students to share and express their views and concerns to the School. In addition to carrying out student-led initiatives and activities, the Student Council also fosters effective communication with the staff and faculty.

The Council comprises of a President, Vice President, Treasurer, Representative for Sports and Departmental Representatives including Foundation Year to cater to their respective departmental needs.

The Student Council is in constant contact with and is accountable to the School and the Executive Director for carrying out its functions, fundraising and other social and cultural activities.

For more details on the Student Council, students are encouraged to refer to the Student Council Manual available on the IVS website.

Study Visits

The School arranged study visits and tours within Karachi as well as to other cities of Pakistan to broaden the academic and creative exposure of its students.

- Study visits consisting of more than three working days must be undertaken during School vacations.
- Students are accompanied by one male and one female faculty member who are in charge of the learning experiences that the study visit is geared towards. While the chaperones are responsible for the general safety and well-being (both physical and psychological) of the students, all students are legally considered adults and are expected to be responsible for their own safety and wellbeing during a study visit.
- In case of an unfortunate event or injury, illness or death of a student during a study visit, the School will not be held legally or financially liable.

Day Visit

Day-long study visits are conducted in or around Karachi. The transportation may or may not be arranged by the School. At least one faculty member must accompany students on such a trip. For arrangement of transport facility students/faculty may contact the Administration at least three days prior to the trip.

National Visit

Students conduct a study visit within Pakistan during the third year of study for the Architecture Department and during the second year of study for all other departments. Students must be accompanied by one male and one female faculty member.

Conduct on Study Visits

The purpose of the study visits is to supplement the academic and creative activities of the School. To maximise the benefit from such visits, the students must accept the authority of the faculty members and behave in a manner which is in compliance with the IVS Code of Conduct. Students must respect the cultures and places which they visit and interact in a mature and courteous manner with any person/persons that they encounter in the course of their trip.

Students are expected to ensure that they utilize their time on the trips effectively and maintain behaviour that is in accordance with the core values of the School.

Disciplinary Coverage for School Sponsored Activities

The students must ensure that they exercise disciplined behavior towards all those present at School sponsored activities. A student whose behavior causes unpleasantness or causes emotional, psychological and/or physical harm to anyone present or damage any property at such an occasion will be subject to strict disciplinary action

Academic Calendar of Events and the School Year

The IVS Academic Year consists of a Spring Semester (January-May) and a Fall Semester (July-December). Each semester comprises of 18 weeks, including theory and studio classes and remedial/evaluation periods. The Academic Calendar can be accessed from the website and should be used in planning all study trips and excursions.

FINANCIAL ASSISTANCE TO STUDENTS

Indus Valley School of Art and Architecture (IVS) believes in providing education to people coming from all segments of society. It promotes the philosophy of equal opportunity and education for all in an inclusive learning environment.

IVS offers interest free Financial Assistance and Scholarships to the new students who have been selected on merit to join or existing students who due to the changed circumstances are finding it difficult to pay their fee. The students have to go through an application and interview process before the Financial Assistance Award Committee. The approved period of assistance will be the entire period of study at IVS (4 or 5 years for undergraduate programmes and 2 years for full-time M. Phil in Art and Design programme) subject to maintaining the required level of academic performance.

Financial Assistance

This financial help is given in form of an interest free loan to cover up to 75% of the tuition fee. This scheme is for those who have a sufficient income stream but there may be a temporary difficulty as more than one child is receiving higher education or there may have been a momentary hardship in the family.

A parent or guardian is required to give a written guarantee that the repayment of the loaned amount will start after one year from the date of graduation of the student and the whole amount shall be paid within 5 years for undergraduate programme and within 3 years for Graduate programme. The student has to sign a Promissory Note just before graduation to firm her/his commitment to pay back the received amount in easy instalments.

Scholarship

Scholarship is awarded to those individuals whose family income is insufficient or where it is felt that repayment after one year of graduation of the student is not possible. Scholarship of up to a maximum of 75% of the tuition fee can be awarded.

The student has to maintain a certain level of Academic performance (GPA of 2.30 in Foundation Year and 2.50 in rest of the years for undergraduate programme and a GPA of 2.75 is required for the Graduate Programme) to continue availing Financial Assistance and/or Scholarship.

It is the discretion of Award Committee (Interview Panel) to decide the percentage assistance (up to a maximum of 75% of the tuition fee) as Financial Assistance or Scholarship.

Financial Assistance/Scholarship Award Committee

The Committee meets once in each academic year (in Fall semester) to consider applications from new as well as existing students.

The Award Committee will explore and consider the family circumstances, income level, and the employability prospects of the student in reaching its decision. The maximum total help allowed

under both Financial Assistance and Scholarship categories is 75% of the tuition fee, exclusive of other costs. Award Committee scrutinizes applications to determine eligibility of the student for this support. The Chair of the Finance and Planning Committee then recommends the final list to the Executive Director with the allocated percentage of the awards each year.

Students who abuse this assistance, falsify documents within the application, and/or apply and/or continue receiving Financial Assistance when they do not need it, will be held liable and will face disciplinary action.

Students may refer to the School Academic Calendar available on IVS website for dates advertised by School for accepting Financial Assistance/Scholarship applications.

The Financial Assistance/Scholarship application form and the Manual is available on IVS website.

Deserving Students' Fund (Gul Muhammad Adamjee Fund)

In addition to Financial Assistance and Scholarship, Gul Muhammad Adamjee (GMA) Fund is also available which can be used for:

- Those deserving students who have not been granted any financial assistance but face a sudden financial crunch and find it difficult to pay either a full or any component of the fee due to a change in their circumstances. These funds not only help students to clear their fee backlog but also give them time to apply formally for the Financial Assistance or Scholarship.
- Such genuine cases which are eligible to receive 75% Financial Assistance/Scholarship but also cannot afford the remaining 25% of the tuition fee may be assisted through this fund.

Gul Muhammad Adamjee Fund has been established with a generous donation from the Mr. Aftab Adamjee Trust to facilitate deserving students in their education.

DISCIPLINARY CODE

Students of IVS are required to exhibit responsible behaviour and discipline. Guidelines have been defined in the IVS's Code of Conduct framed by the School to provide students with a reference to the requisite standards of honesty and discipline. It is expected that all students will strictly uphold and adhere to the Code of Conduct; but in cases where there are grounds to suspect a breach or any infringement of the Code of Conduct or disregard or contempt of the Code of Conduct, disciplinary action may be initiated for such behaviour committed either within or outside the IVS Campus or any other establishment, project or setting thereof anywhere located. This shall mean and include (unless the context provides otherwise), any establishment project or setting of the School located anywhere in the world.

Disciplinary Offence

Without prejudice to the generality of the provisions of the Code of Conduct and the provisions of Rules mentioned above, the following conduct will constitute disciplinary offence:

Minor Offences

All minor offences will be dealt with as major if repeated.

- Failure to conform to scheduled instruction, practical work, studio assignments and/ or examination.
- Smoking, eating or, drinking where prohibited in the School.
- Use of abusive and offensive language with the staff or the students or against the School, in person or online.

Major Offences

- Assault of students, members of staff, faculty or any other person on and outside the School premises.
- Any form of unauthorized picketing, rallies, demonstration or organized obstructions of any student/ staff/ faculty in any manner whatsoever.
- Any attempt to conceive, design or manifest any plan of whatever nature whose object or consequence is to disrupt academic programmes of the School or its operations.
- Malicious acts, theft, wilful damage or misuse of the School property or personal property of staff, students or any other person.
- Disorderly conduct and/ or molestation of members of the School Community within and/or outside the School premises.
- Bringing unauthorized persons within the School premises or any other academic setting.
- Cheating, plagiarism, use of unfair means in examinations/ any other academic setting or any other case of academic dishonesty.
- The possession, use or display of fire arms, drugs, alcohol or other contraband items on Campus or at School related events.
- Withholding or not reporting knowledge/information of any of the above or any other dishonest or harmful activity or occurrence on campus.
- Misrepresentation of Academic Records
- Any other offence which is considered to be harmful to the academic atmosphere.

DISCIPLINARY ACTIONS

The School will have the powers to impose any one or more of the following actions. However, nothing will prevent the School from requiring any student or parent or both to execute any bond, assurance or undertaking to support expected conduct throughout his/ her stay at the School. The School can also seek prosecution to the fullest extent of law, depending upon the nature and seriousness of the offence. All proceedings in any and all cases will be intimated to the parents/ guardians of the students as per policy.

Minor Disciplinary Offence

Any Minor offence will be liable to one or more of the following disciplinary actions:

- Verbal warning to the student and informing Head of the Department about offence.
- A letter of warning or reprimand to the student along with information to the parents/ guardians.
- Awarding a failing grade or downgrading the student in a particular assignment/block/ course
- Probation: A student may be put on probation for a specific period of time with mandatory periodic counseling.
- The payment of fine by the offender according to the nature and gravity of the offence committed. The student may or may not be permitted to continue with the course of studies until the fine has been paid.

Major Disciplinary Offence

Any Major offence will be liable to one or more of the following disciplinary actions:

- Suspension from the School for a specific period. Suspension requires a student to withdraw completely from all the activities of the School for a specified period of time. Upon expiry of the period of suspension, the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the School or any of its staff/ faculty members or officers.
- Requiring the student to repeat the Semester or Academic Year.
- Expulsion (termination of enrolment) from the School.
- Any other penalty which the School may deem fit to impose.

Administrative Leave/Suspension

Under certain circumstances, such as behaviour related issues or some kind of psychological pressure leading to disruptive behaviour, IVS reserves the right to place students on an Administrative Leave/Suspension. During this leave a student may be exempted or prohibited from attending classes for a specified length of time. The length of leave will be determined on a case-by-case basis and on the circumstances of the leave/suspension.

Restrictions and Responsibilities during Leave

During this period there will not be any reduction in the payment of tuition or any other charges normally associated with attending IVS. It will be the student's responsibility to contact his or her faculty members to discuss the leave implications on his or her academic standing and to make arrangements for any work missed.

DISCIPLINARY PROCEDURE

The following steps constitute disciplinary procedure:

- Any minor disciplinary offence may be brought to the attention of the offender by an affected/witness student through a staff or faculty member of the School. The purpose of this in the first instance is to resolve the matter through dialogue, counselling and/or admonition. Offences not of a serious nature shall be judged by the faculty/administration of the School who are nominated to deal with matters related to student complaints.
- If the matter is not resolved, or if the student repeats the offence or if the offence is a major one, the Executive Director or Head of the Department/Programme concerned will be informed, who would order or advise investigation by the appropriate body. The outcome of the investigation shall be communicated to the Head of the relevant Department/Programme. She/he may act upon the recommendation of the investigating body or in accordance with her/his own judgment. The decision shall then be communicated to the offender. The matter shall be resolved within fourteen working days from the day the Head of the respective Department is informed of the offence.
- Within ten working days of the decision having been communicated in writing to the student, she/he may appeal in writing against such a decision to the Head of his/her Department/Programme, for onward submission to the Executive Director. The Head of Department shall request the Executive Director to constitute an Arbitration Committee and refer the matter to the committee for consideration of the appeal.
- The Arbitration Committee shall take up and review the case and communicate its decision in writing to the Executive Director within ten working days. The Executive Director may act upon the recommendations of the Arbitration Committee or in accordance with his/her own judgment.
- If the decision is not acceptable to the student, she/he may request a final review by the Executive Director. The Executive Director's decision thereafter shall be final and binding upon all parties concerned.

DISCIPLINARY PROCESS

Structure of the Disciplinary/ Arbitration Committee

- The Disciplinary/Arbitration Committee shall consist of three members of the faculty, one of whom shall be the Chair. The composition of the committee will depend on the nature of the issue involved. The proceedings of the Committee will take place in the presence of the Registrar who will record the proceeding as an observer.
- A School Appeal Committee shall be appointed as and when required by the Executive Director. It shall consist of three faculty members (one of whom shall be the Chair) who have not been associated with counselling or with the investigation of the student's current or previous offence.
- The Disciplinary Committee and the Appeal Committee will have authority to call for evidence or questioning any person witness to the offence/event reported for investigation to the Committee.

Disciplinary Authority

Notwithstanding anything mentioned here, the Executive Director shall be the final disciplinary authority of the School with powers to:

- Appoint or change a Disciplinary/Appeal Committee and to define disciplinary procedures.
- Suspend the privileges of enrolment of a student under investigation who is suspected of a breach of the code.
- Expel a student from the School.
- Take any measure that may be necessary for ensuring effective disciplinary procedures.
- Delegate any of his/her authority.
- Create or revise the Disciplinary Procedure/Rules.