

2020

## Student Handbook 2020-21

Institute of Business Administration

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Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

# Student Handbook

2020-21



## **Preface**

An Institute, like any community, should have some regulations and/or standards with which its members abide by and have procedures with which it functions. The standards provide a secure order and create an atmosphere conducive to intellectual and personal development for all its members. This Student Handbook and the Code of Student Conduct contained within are intended to serve these purposes and provide students with a helpful reference about the IBA. It includes an overview of the systems in place, a summary of student policies and benefits, and highlights of the available resources, services, and activities. The IBA has a responsibility to maintain order within the community and to discipline those who violate its standards, rules and/or policies. As a student, you are expected to abide by the standards, rules and/or policies set forth in this Handbook.

If you have any suggestions, you may contact the Head of Marketing and Communications, Mr. Haris Tohid Siddiqui.

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## Outline of Services

### Admissions Office

- IBA admissions
- Admission dates
- Eligibility criteria
- Admission test/procedures
- Fees/Funding, Scholarships
- Date of advertisements
- Inquiry about program offering
- Selection of candidates

### Program Office

- Academic calendar
- Course offering
- Pre-requisite
- Elective courses
- Different certificates
- Course sequencing
- Scheduled course commencement
- Course exemptions
- Other related issues

### Examinations Office

- Examination schedule
- Conducting of examination
- Comprehensive examination
- Probations and drop letters
- Dean's list
- Issuance and verification of transcript/degree/certificate

### Career Development Centre

- Internship
- Career Counseling
- Job Placement
- Graduate Directory

### Alumni Office

- Organizing and liaising with Alumni Association and their chapters
- Updating alumni database
- Organizing class reunions and fundraising events

### Student Council and Societies

- Organize extra and Co-curricular activities

### Hostel

- Administration of accommodation services

### Library

- Study and learning services
- Borrowing of learning materials
- Learning support services
- Digital libraries and electronic services

## **Introduction**

### **About IBA**

The IBA Karachi has the distinction of being one of the oldest business school outside North America. It was established in 1955 with assistance from the Wharton School of Finance, University of Pennsylvania, and later from the University of Southern California.

Over the years, the IBA has evolved from a business school into an institution offering interdisciplinary programs at undergraduate and post graduate level. Hailed as one of the premier higher education institutions in Pakistan, the IBA boasts a network of more than 14,000 alumni spread across the globe.

### **Vision**

To be among the best learning institutions in Pakistan.

### **Mission**

The IBA aims to impart quality education in numerous educational fields to students selected on merit, irrespective of ethnicity, gender, religion, or financial means. With that, it intends to provide a teaching and learning environment that encourages critical thinking, ethical conduct and effective decision making. Moreover, students are encouraged to undertake original research that enriches teaching which benefits business, government and civil society.

## **Our core values**

### **Discipline**

Discipline requires self-regulation and adherence to an established code of conduct. Discipline facilitates the smooth functioning of the institute and is essential for an IBA student.

### **Integrity**

Integrity suggests the quality of being honest and having strong moral principles. Integrity is crucial to the reputation of individual students as well as that of the IBA.

### **Tolerance**

Tolerance represents the ability and willingness to accept and coexist with other opinions and behaviors. Tolerance is an essential characteristic of successful individuals and societies.

### **Creativity**

Creativity breeds innovation which is critical for an institution to expand its frontiers. IBA students are encouraged to generate new ideas to attain their goals.

### **Teamwork**

Teamwork requires harmonizing individual effort to achieve a common goal. Without teamwork, individual efforts can be wasted and institutions can suffer.

## **Commitments and expectations**

The IBA, Karachi commits to provide the following to its students:

1. An equitable and supportive environment for all students.
2. Accurate information about the teaching and assessment timetable.
3. Effective teaching supported by appropriate materials and facilities.
4. Prompt and fair grading of assessments.
5. Learning resources (library services, study areas, computer assisted learning, audio-visual resources, computer laboratory facilities, etc.) provided to aid learning.
6. A fair and efficient feedback procedure.

It is expected that all IBA students will reciprocate by:

1. Complying with the IBA's published expectations and rules pertaining to academics and other matters.
2. Abiding by the IBA Code of Conduct and refraining from any dishonest acts, either during examinations or while executing other responsibilities.
3. Displaying a courteous attitude towards staff, fellow students and visitors at IBA.
4. Treating IBA's property with respect.
5. Attending lectures on time and submitting work and assignments promptly.

### **Ingredients of professional training**

Self-discipline and integrity are two essential ingredients in professional training. A student's ability to adapt and thrive in a working environment will be reflected in his/her self-discipline.

## Academic Guidelines

### Attendance

A distinguishing feature of the IBA is its strict adherence to the academic calendar.

- i. Attendance is taken at the beginning of the class.
- ii. Late comers are marked 'absent'.
- iii. If a student accumulates more than the permissible absences (*Absences policy available in the Program Announcement 2020-21*), he/she is awarded an 'F' in that particular course.
- iv. Students found tampering with attendance records, in any way, will immediately be expelled from the Institute.

### Withdrawal from a course

A student may withdraw from courses if such withdrawal helps the student in improving their performance in the remaining courses. Withdrawal from a course is not treated as failure and does not impact the GPA. A 'W' grade would be indicated on the transcript for a withdrawn course. However, once a student has accumulated more than the permissible absences in any course, he/she is not allowed to withdraw from that course and is awarded an 'F'.

Full-time students are allowed to withdraw from two courses in a semester.

Part-time students are allowed to withdraw from some or all of the courses for which they have registered in a semester.

MBA Executive participants can withdraw from a course within one week after the announcement of the midterm exam results.

Withdrawals from courses can be requested by submission of the course withdrawal form to the respective program office within one week after announcement of midterm/second term examination results in a regular semester, or within one week after announcement of the midterm examination results in the summer semester. The prescribed withdrawal form can be obtained from the program office or downloaded from the IBA portal.

### Semester freeze

1. Full-time students may apply for a semester freeze by submitting a formal application to the program office. However, students on probation are not allowed a semester break. All courses are marked as withdrawn when a semester break is applicable.



2. Part-time students should also inform the program office if they intend to not study any course in a particular semester.
3. Applications for semester freeze must be submitted at least one week before commencement date of final exams.

### **Procedure for withdrawal from courses**

Withdrawal policy for all semesters is homogenous. The process for course withdrawal is as follows:

1. The request for withdrawal has to be made after the announcement of the midterm examination results.
2. The respective course instructor is required to approve the request for the withdrawal.
3. The prescribed withdrawal form can be obtained from the program office or downloaded from the IBA portal.

### **Conduct in examination**

At IBA, students will have to appear for midterm and final examinations in each semester. Violation of any rules mentioned below may lead to cancellation of the paper and any other penalty deemed appropriate by the Discipline Committee:

1. Before the examination
  - a. To maintain the integrity of the examination process, candidates are required to carry a valid IBA ID card and show it upon request.
  - b. To avoid disruption and any undue anxiety, candidates are requested to arrive at least 10 minutes before the commencement of the examination. Candidates will not be allowed to enter the examination room/hall 30 and 45 minutes after the start of the midterm or final exam respectively. No extra time shall be given to later comers. Under extraordinary circumstances a candidate may be allowed to enter the exam hall provided that no other candidate has left the exam hall after handing of their exam material.
  - c. Candidates are responsible for bringing their own (non-programmable) calculator, if approved by the faculty, for quantitative courses.
  - d. Candidates must bring their own writing material (stationary items) or authorized material (notes/books/cheat-sheet) in the examination room as permitted by subject teacher.
  - e. Cell phones, smart watches and other electronic gadgets are prohibited inside the examination room. If a candidate is found in possession of a cell phone, his/her paper will be cancelled. The student may also be penalized Rs. 10,000, when caught the first time, and Rs. 20,000 if caught another time.

- f. Personal belongings such as bags/books/files are to be kept outside the exam hall. Laptops may be kept inside the exam hall at owner's risk with the permission of invigilator.
- g. Students are required to occupy the assigned seat number. The proctor may relocate a candidate.

## 2. During an examination

- a. Maintain complete silence in the examination hall. A candidate may raise his/her hand to draw the attention of the proctor. Clarifications about exam questions may be sought from subject teacher during the first 15 minutes of the exam.
- b. Any kind of communication between the candidates is a violation of examination rules and will be treated as an offence under the 'use of unfair means'.
- c. Lending/borrowing of stationary or calculator is strictly prohibited in the examination hall.
- d. Candidates must complete required particulars on answer books/extra sheets and write down their ERP no. and full name on the question paper at the start of examination, as well as sign against their name and write the answer script number on the attendance sheet during the examinations.
- e. All answers must be written in non-erasable ink with the exception of drawings and sketches.
- f. If any candidate is found to be writing anything on the question paper or desk or on loose paper shall be considered to be using unfair means, unless the exam paper is also the answer booklet and should have the name of the candidate on it.
- g. In case of open book/open notes exams, candidates must follow instructions given in the exam paper by the subject teacher/resource person. Exchange of books and notes during such examinations is strictly prohibited.
- h. Candidates are allowed to leave the examination hall 45 and 60 minutes after commencement of midterm or final examination respectively. Re-entry after handing over the exam material to the proctor is not allowed.
- i. If any candidate is found to be in possession of any cheating material or observed to be using unfair means, then his/her exam paper shall be cancelled and the case would be sent to Disciplinary Committee.

## 3. At the end of the examination

- a. Once the exam time has ended, the proctor will announce "all pens down" after which no student should be holding a pen in their hands.

- b. All answer scripts and question paper should be submitted to the proctor before leaving the exam hall.
- c. In case of an electronic exam all answers must be properly saved in relevant file formats and uploaded to LMS if required or saved on desktop for retrieval.

### **Plagiarism/cheating**

Plagiarism and cheating are prohibited at the IBA. There should be absolutely no plagiarism/cheating in any examination, quiz, assignment, report and/or presentation by any student.

Some examples of plagiarism are as follows:

1. The appropriation and paraphrasing of an idea, argument, information, maps, charts, tables, images, song lyrics, data sets, computer course codes, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.
2. Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.

However, each case will be decided on its own merit.

### **Evaluation**

During a student's time at IBA, they will be asked to fill evaluation questionnaires in order to assist the Institute in its course monitoring and planning. For further improvement, students will be able to access the online course appraisal system through the IBA portal.

Faculty evaluation is anonymous and occurs once in a semester, after the second term exams.

In case of deferral, a student will be restricted from giving the exam until the evaluation is completed.

### **Class representatives**

Each class may elect one class representative who will act as a liaison between the student and the IBA management in all matters.

### **Instructional spaces**

Classrooms/seminar rooms/auditorium and laboratories are set up to provide a modern and conducive learning environment. All lecture rooms are air-conditioned and equipped with comfortable chairs and tables, multimedia, projectors and white boards.

## **Lecture timings**

### **Full-time students**

Lectures are held from Monday to Saturday; morning lectures commence at 8:30 am. Lectures have the duration of 75 minutes.

The subject and course requirements will determine the number of classes in a week. The class timetable is emailed to the students and is also updated on the 'IBA all classes group' on Facebook.

### **MBA Executive and part-time students**

Lectures for MBA Executive and part-time students are held on weekends between 6:00 pm to 9:00 pm on Saturdays and 9:00 am to 5:00 pm on Sundays, with a 15- minute break in the middle of the lectures.

### **Recommendation letter**

IBA provides its students the facility to get a recommendation letter from its faculty and staff for upcoming opportunities. However, it should be noted that all students should give the relevant stakeholders a week's time to process the recommendation letter.

## **Code of conduct: Rules and regulations**

### **General**

IBA has a rich history of maintaining a disciplined environment at the campus. The rules promote shared standards of considerate and ethical behavior both on and off campus. The tenets of the IBA Code of Conduct apply to all students and faculty alike. The code of conduct provides a framework for strengthening discipline by identifying expectations, specifying the violations/acts of misdemeanor and the nature of ensuing penalties. Subject to the rules and regulations of IBA, the faculty members will be responsible for maintaining congenial environment in their classrooms.

### **Smoking**

1. To benefit the health and security of the IBA community, it is our endeavor to convert the Institute's premises into a 'No Smoking Area'.
2. Smoking of *sheesha* or other similar contraptions is strictly prohibited on campus at all times.
3. Unlawful possession, use, purchase or distribution of alcohol or drugs at IBA is prohibited.
4. Non-compliance of smoking policy will result in fines and disciplinary action as applicable for violation of rules.

5. Students are advised not to smoke in the vicinity of the University of Karachi as the above-mentioned laws are applicable there. Any violation may result in strict disciplinary action in the form of heavy fines.



### **Fire safety**

Smoking is prohibited at IBA. No such actions are allowed by the students which can cause fire within the premises of IBA. Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building.

Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of the IBA fire safety rules (e.g. unauthorized candle/object burning, tampering with fire safety equipment, etc.) may be subject to restitution and replacement costs, a fine, adjudication through the student conduct process or other reasonable resolution as deemed appropriate by the discipline committee.

### **Safety and security**

1. Students should always carry with them a laminated copy of their National Identity Card.
2. Students are advised to display their IBA ID card and take care of their personal belongings at all times. Lost ID cards can be replaced for Rs. 1,000 at the Department Program Office (Fauji Foundation building).
3. Any student found lending their ID card to an outsider to get past security will be penalized with a fine of Rs. 5,000 or subject to disciplinary action. This is a violation of IBA's policy.
4. Safety and security of personal belongings of students is their own responsibility. IBA will not be responsible for any loss of these items because of carelessness/irresponsible behavior.
5. All lost items are to be immediately reported to the concerned admin manager/hostel manager, so that necessary action can be initiated to facilitate recovery/identification of culprits.

### **Lost and found procedure**

1. All the lost and found items must be handed over to the Security Department immediately. These items are to be deposited at gate 4 for safe custody. At the city campus, they must be deposited at the CCTV room.
2. Non-valuable items like stationery etc. will be logged and stored in the housekeeping department.
3. All valuable items will be logged in security rooms at both campuses by adding an entry in the lost and found register. They will be stored in safe lockers.
4. All the lost items found will be given a number, description, location for where it was found and the person who found it. The housekeeping, security guard, or CCTV operator should sign in the register after receiving the lost items.
5. At the time of delivering the items to the student or faculty/staff, the lost and found register must be signed by both parties.
6. If in case the item needs to be sent by courier, it will be done by the security department. The confirmation for the address has to be taken through fax/email. All efforts should be made to trace the owner.
7. No one is allowed to take home lost and found items. At the time of handing over lost and found items, the CCTV camera must be in operation for recording purposes.

### **False representation**

The forgery, alteration, unauthorized possession or use of IBA's documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

### **Unauthorized entry or access**

Unauthorized entry into or presence within IBA's premises including athletic facilities, construction sites and student rooms or offices, even when unlocked, is prohibited. Tampering with locks on buildings, unauthorized possessions, or use of keys including their alteration or duplication is against IBA's policy. Climbing on IBA buildings, IBA owned structures, or participation in any of these activities may subject the student to fines and other sanctions.

### **RFID procedures**

Radio Frequency Identity Cards procedures are as following:

1. Students are supposed to test their RFIDs by scanning the cards at both the RFID scanners at gate 4.
2. Turnstile scanner is for the students entering IBA by walk and RFID door scanner is for students entering IBA using their vehicles.
3. After testing the card either the barrier will open (status of the card: active) or the machine will give a beep/no response (status of the card: inactive).

4. Once the status is identified as inactive, the said student/faculty may submit the card at gate 4 security office. The security supervisor present in office will ask the student to fill a RFID form.
5. After the submission of the RFID form, the security department of IBA will provide a temporary gate pass having validity of one month to the student.
6. After receiving the inactive card, the security department runs the card through the software for activation. In case the card isn't activated or any error is generated the card is sent to the company for encryption.
7. The company returns the activated card or it is hereby confirmed that the card is damaged.
8. Security department will generate a data having the list of new, lost and damaged cards. This list is then sent to program office for further compliance.
9. The cards of students/faculty, which are activated through the software or activated by the company, will be informed through a message (sent by IT) or an email.
10. While the student is receiving the card, a copy of receiving slip should be signed by them as a proof. Once the cards are activated, students will be informed by automated message and given their card.

#### **Unauthorized use of IBA's facilities or services**

The unauthorized use of IBA's property, including but not limited to IBA buildings, spaces and grounds, documents and records, furnishings, or equipment and materials is a violation of IBA's policy and is subject to disciplinary action.

#### **Theft and vandalism**

Theft and negligence, or intentional damage to personal or the Institute's property is prohibited, as is possession of stolen property. Repair and replacement costs will be charged to the appropriate student(s) and may warrant disciplinary action.

#### **Retaliation**

IBA will not tolerate retaliation. Retaliation can take many forms, including continued abuse, violence, threats and intimidation. Retaliation should be reported promptly to the Executive Director of IBA and may result in disciplinary action, independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

#### **Weapons and fireworks**

No student may possess or use firearms on IBA's property and its environs. Firearms, including rifles, shotguns, handguns, air guns, gas operated guns and all other ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices,

chemicals, or explosives on IBA's property or its environs. Items such as knives, which could be viewed as weapons, are also forbidden. The IBA Karachi has a zero tolerance policy in this regard.

### **Ragging and bullying**

Ragging and bullying are prohibited on both campuses. Any student subjected to such behavior or a witness to it, should report it to the Registrar/superintendent/building manager/administrator immediately. First time offenders will be subjected to a fine, depending on the gravity of the behavior. Repetitive behavior will result in strict disciplinary action, including expulsion from IBA.

Ragging constitutes of the following acts:

1. Words spoken or written which have the effect of teasing, or treating/handling with rudeness, a freshman or any other student.
2. Indulging in rowdy or undisciplined activities by any student(s) which can cause annoyance, hardship, physical or psychological harm.
3. Coercing a student to indulge in an act he/she normally wouldn't do.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student.
5. Exploiting the services of any student for completing academic tasks assigned to an individual or group of students.
6. Any act of financial extortion or forceful expenditure put on a student by other students.
7. Any act that affects the mental health and self-confidence of a student.
8. Any attempt to take advantage of a freshman, or an attempt to ridicule a freshman in front of others.

### **Public display of affection**

Public display of affection (PDA) is viewed as an act of physical intimacy which takes place in a public place. Students are required to observe behavior which is socially and culturally appropriate and acceptable and which reflects the high standards and values of the IBA.

### **Harassment**

Harassment is an offensive behavior aimed to intimidate/injure another person(s). An anti-harassment committee, facilitated by the anti-harassment officer, has been formed to deal with all such cases.

The composition of the anti-harassment committee is as follows:

- Dr. Sayeed Ghani, Associate Professor and Associate Dean FCS (Chairman)
- Dr. Sahar Nadeem Hamid, Assistant Professor and Chairperson SSLA (Member)
- Dr. Abdul Haque Chang, Assistant Professor (Member)
- Mr. Leon Bernard Menezes, Professor of Practice (Member)



- Ms. Shehreena Amin, Manager (External Linkages & IRC) (Anti-harassment officer)
- Mr. Haris Tohid Siddiqui, Head of Marketing & Communications (Anti-harassment officer)

### **Definition of harassment**

The following definitions apply to the policy described herein:

**Bullying:** Bullying is an expression of aggression via verbal, electronic, written or physical communication, psychological and/or emotional behaviors towards an individual and/or group, by an individual and/or group. Bullying puts individuals at a risk of harm and causes emotional distress. It may consist of a single significant incident or a pattern of behavior based on the individual's race, color, ethnicity, disability, sexual orientation, religious background, gender identity or any other marker of association with a larger social group. Cyberbullying is a form of bullying that is conducted through phones, computers, email, instant messaging, text messaging, social media and other electronic media.

**Harassment/Sexual harassment:** Harassment means written, verbal or physical conduct that, due to its inappropriateness, severity, persistence and pervasiveness, adversely affects the victim's morale and ability to function. This may include conduct based on an individual's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics. Harassment may qualify as sexual harassment if it involves a sexual connotation through words, actions or behaviors or any acts that are inappropriate or non-consensual in nature and include but are not limited to photographs or other written/electronic communications that is non-consensual in nature.

Sexual harassment also includes any inappropriate actions or behaviors by those in a position of power or authority towards those on whom authority extends.

Repercussions of harassment and sexual harassment apply to all IBA students and employees.

### **Procedure**

All complaints shall be routed to anti-harassment officer via following medium:

- To the committee in person (oral complaint)
- To the committee in writing via the official email address or complaint box
- To the anti-harassment officer/committee member in writing via HR Portal, the official email address or prescribed harassment complaint form
- Anonymously, in writing to the committee via the official email address or complaint box.

Confidentiality of the case will be maintained and only concerned or authorized personnel shall be involved. A committee member will recuse themselves in case there is a conflict of interest and could further cause distress to the victim.

### **The complaint should include:**

The complainant should provide the following details:

- Who the complaint is against
- Facts/description of the incident
- Number of occurrences, with dates and places if possible
- Any documents, or other materials related to the incident
- Names of witnesses, if any
- Contact information
- What action is requested against the perpetrator by the victim

For further details, please refer to the detailed IBA anti-harassment policy available on the IBA Portal.

### **Dress code**

A dress code includes unwritten rules of cleanliness, grooming, good taste and appropriateness;

1. All students are to be decently dressed and in a manner that is appropriate for any institution of higher learning. Clothes should be appropriate to, and represent, the high cultural and social values for which the IBA is known.
2. Clothes should be inoffensive in terms of their cuts and style, or the messages printed on them.

### **Protecting student identity**

While students should be honest about themselves, they should not provide personal information to anyone that could be used against them, for example sharing their home address, telephone number, work telephone or e-mail address.

### **Political endorsements**

When posting on behalf of a student organization, students should not endorse or support any political candidate.

## **Social Media Guidelines**

The following code of conduct has been compiled to serve as a guideline for students participating in social networking as an individual, or as a group:

1. Students should be honest about their identity. They must participate only under their own name and should take extra care in safeguarding their personal information.
2. Students should be respectable and courteous while communicating or posting anything on social media.
3. Political opinions and debates must be expressed in an individual capacity and not on behalf of the institute.
4. While acting in an individual capacity rather than on behalf of the IBA Karachi, a student must state that they are personal opinions and state it clearly in content introductions or online profiles.
5. IBA will not accept any form of bullying or harassment by any student – this also includes cyberbullying. Strict disciplinary action will be taken by the administration if a student is involved in misconduct, which is categorized as (but not limited to) as follows:
  - Sending mean, threatening or harassing messages to another individual through texts, e-mail, web pages or instant messaging.
  - Spreading lies and rumors about an individual through internet or text messages.
  - Posting comments or/and photographs of others without consent and deliberately mocking an individual with the intent to harass or humiliate them is considered as a violation and comes under the ambit of harassment which is against the Pakistani law.
6. The Institute is not responsible for any content posted from a student's personal account.

## **Personal/External sites**

The following code should be followed:

1. Students are not allowed to use the IBA logo or the Institutes' photographs on a personal or an external site.
2. Students are also not allowed to post photos from course materials and campus-based presentations on different sites, without the Institute's consent.
3. Students are not allowed to post any copyrighted material.

## **Extracurricular activities**

Students are advised to conduct all sports and other extracurricular activities within the premises of the Alumni Students' Center and its adjoining sports fields. Musical activities should be confined within the Alumni Center and that too at low volume so that students studying in the adjoining Commerce Department of the University of Karachi are not disturbed.

## **Disciplinary Committee**

The Disciplinary Committee (DC) investigates violations of the IBA Code of Conduct and recommends penalties for the same.

Members of the DC are appointed by the Executive Director (ED).

- Ms. Mahreen Nazar, Assistant Professor and Functional Head of LLB Program (Chairperson)
- Dr. Nyla Aleem Ansari, Assistant Professor and Academic Director PGD (HRM) Program (Member)
- Dr. Sana Tauseef, Assistant Professor (Member)
- Dr. Abdul Haque Chang, Assistant Professor (Member)
- Dr. Amer Iqbal Awan, Assistant Professor (Member)
- Mr. Muhammad Anwar, Chief librarian and In-charge Research Data Center (Member)

Members of the DC normally serve for 3 years. Terms may be adjusted at the discretion of the Executive Director. Committee members are expected to maintain full confidentiality of matters discussed. At least three members must be present for the meeting quorum to be achieved.

The DC may recommend the following penalties to the ED after carrying out a thorough investigation:

### **Minor misconduct**

1. Issuance of a warning letter
2. Monetary fine up to Rs. 10,000
3. Letter of apology to be solicited from the student/parents
4. Meeting between parents and DC
5. Suspension from classes for a week
6. Removal from elected or appointed positions in student societies

### **Major misconduct**

1. Assignment of failing grade (F) in course
2. Suspension for one or more semesters
3. Expulsion from the Institute

The final decision on the penalty to be awarded rests with the ED. Students who

wish to dispute the ED's decision must file a written appeal to the Board of Governors within two weeks. This appeal may then be heard by an Appellate Committee appointed by the Chairman of the Board.

## **Life at IBA**

The two campuses are spread over 28 acres. These compare in size and splendor to any campus of a world-class institution of higher learning. The facilities are immaculately maintained in line with the Institute's tradition of excellence in all facets of its activities.

The IBA main campus is a large complex of buildings spread around lush green sprawling lawns, which serves as a backdrop to an extremely conducive environment for academic pursuit. It houses the program offices, faculty offices, a library, an auditorium, 5 computer labs, 1 hardware lab, 9 seminar rooms, 1 video conferencing room and 30 classrooms.

The city campus is in the heart of the business district of the city. Apart from housing 18 classrooms, 2 lecture theaters, a library, an auditorium, conference rooms, 7 seminar rooms, 4 computer labs and 1 video conferencing room. The city campus is also home to the evening programs, which is attended mainly by professional managers. The classrooms at both the campuses are large and airy and are fully equipped with modern audiovisual facilities, to enhance the learning experience and make it more interactive. All facilities at both campuses are accessible to the students, faculty and course participants.

## **Library**

The IBA Library provides high-quality user-oriented services. Both campus libraries house excellent collections, provide state-of-the-art digital technologies to provide better access to information, offer educational programs and serve as a primary academic support to the Institute. Students are expected to abide by the Library rules to help the library staff in creating an enabling environment that is conducive to learning.

### **Library conduct and general rules**

The rules and policies have been designed to ensure a favorable learning environment and to safeguard the rights of others to provide equal opportunities for learning. Students are required to comply with the rules set out below in order to avoid any disciplinary action or penalties.

- a. Keep your personal belongings with you and do not leave them unattended, as the Library does not take responsibility for any loss or damages.
- b. The Library is a quiet study place and students are required to maintain the decorum so that others do not get disturbed.

- c. Group study and/or discussions are allowed only in collaborative zones.
- d. Phone calls shall not be received or placed within the Library premises.
- e. Students must ensure that their cell phones are on silent mode before entering the Library.
- f. Library materials must be used with care and must not be marked, underlined, torn or damaged.
- g. Do not change the order of Library furniture or other fixtures and materials.
- h. Avoid bringing food items to the Library as eatables are not allowed inside. Students may use the coffee shop in the library to consume food.
- i. After reading, the books and other reading materials must be left on the tables.
- j. Library staff reserves the right to inspect any materials being taken from the library premises.
- k. Library privileges may be denied to students who violate/breach library rules and norms, or are otherwise guilty of misconduct.
- l. Library membership will be canceled or suspended for students found violating the library rules.
- m. Observe the IBA ICT code of conduct and rules while using computer terminals placed in the library.

### **Borrowing rules**

All IBA students currently enrolled in various undergraduate, graduate and postgraduate programs have the right to access library services, facilities and resources. Loan privileges may vary depending on the type of borrower and the nature of the Library material being borrowed.

<b>Borrowers' category</b>	<b>No. of books</b>	<b>Loan period</b>
<b>Undergraduate</b> BBA and BS	4	14 days
<b>Graduate</b> MBA, MBA Executive, MSCS, MSJ, MSIBF	4	14 days
<b>Postgraduate</b>  MS (Eco, Maths, Management, DS) and PhD	6	28 days

- i. Any library material borrowed may be recalled, if required. Therefore, the loan period should not be considered as a legitimate right to retain the material till the due date.
- ii. Books tagged as general stacks may be reissued three times for a period of 14 days each, unless there is no request for reservation, hold or recall request.
- iii. Reference and reserved materials, journals, magazines, and newspapers can only be used within the library premises and cannot be borrowed.
- iv. Students who do not return books on time will automatically lose the privilege of borrowing any more books from the library until all the borrowed items are returned.
- v. Borrowing privileges may also be suspended for the students who are constantly irregular in returning books or have violated library rules.

### **Library fines and fees**

Books or materials borrowed from the library must be returned on or before the due date and time, otherwise the following charges may apply:

1. General and textbooks collection– Rs.10 per day per book and may add up to a maximum of the replacement cost of the item or Rs. 5,000 whichever is higher, as late return charge.
2. Course reserves may be borrowed for 3 hours, with late return charges of

Rs.50 per hour.

3. Reserve, reference, temporarily borrowed material for overnight –  
Rs.10 per library hour, maximum to Rs. 5,000 or the replacement cost, whichever is higher.
4. Replacement cost for the lost or damaged materials would be calculated as per the 'current list price' of an item by adding 50% of 'current list price' as processing fee. 'Current list price' is determined as: list price of an item listed at publisher's website or supplied by the local vendors excluding discounts, if any. Library conversion rates issued by the National Library of Pakistan (Ministry of Education) would be applicable for the currencies other than Pakistani Rupees.
5. Another copy of the lost/damaged book/item may be accepted, considering that it is original with the same ISBN or later edition and 50% of the current list price is paid as processing fee.
6. Fine shall continue to accumulate on a daily or hourly basis on all outstanding items until the item is renewed, returned, reached a maximum fine or declared as lost either by the borrower or by the library.
7. In addition to the 'current list price,' Rs. 5,000 would be charged in case of reported theft or stealing library materials.
8. Students found violating or breaching library rules will be charged a disciplinary fine, ranging from Rs.500 to Rs. 5,000 as determined and assessed by the staff on duty depending upon the type and nature of the offence/violation.

## **Computing and ICT Services**

The Information and Communication Technology department provides ICT services to the IBA main and city campuses, hostels and staff town, serving a total of around 5,000 users on- and -off campus. The principal aim of the ICT department is to bring state-of-the-art technology at the IBA, provide essential services and promote automation.

### **Lab availability**

1. Computer labs at the city campus are operational from 08:30 am till 09:30 pm from Monday to Friday, for computing and printing facilities.
2. Students are prohibited from entering labs during a lecture, in order to keep the disturbances minimal.
3. Printing facility is accessible on a first-come, first-served basis.
4. Note that only 25 pages per semester can be printed by one student from the lab, other than that, should be done from the photocopier.
5. In case of any loss of data, staff will not be held responsible; to avoid losing data students are highly recommended to save their work on a regular basis.



### **Login account policy**

For smooth operations of the computer labs, while protecting the privacy of information of all users, the following rules are in place:

1. No one is allowed to log in using someone else's user ID and password.
2. To protect your own self from unscrupulous users, make it a habit to log out at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account.
3. If the terminal is left unattended for more than 15 minutes, you must log out unless there is a process running which may take longer to complete. In such a case, the student is to inform the lab engineer to ensure that their user account and work is protected.
4. At the time of registration, a separate user ID and password is assigned to all students to access the IBA Wi-Fi.

### **Workstation usage policy**

Students are expected to use all ICT services available to them at IBA, in an ethical and responsible manner. Failure to do so will make them liable to action, in accordance, with the provisions of the Prevention of Electronic Crimes Ordinance. Three categories of criminal offences cover the following conduct:

- Unauthorized access to computer material (basic hacking) including illicit copying of software held in any computer;
- Unauthorized access with intent to commit or facilitate commission of further offences, including hacking and tampering of electronic data;
- Unauthorized modification of computer material, which includes:
  - Intentional and unauthorized destruction of software or data;
  - The circulation of 'infected' materials online;
  - An unauthorized addition of a password to a data file or display of any information which enables others to gain unauthorized access to computer.

## **Internet Usage Policy**

### **Scope and application**

This policy applies to all users of IBA Karachi. It also applies to users connecting personally owned devices such as laptop computers, smartphones and tablets to the University network, and/or storing any University data on

such devices. A student can connect up to two concurrent devices on the wireless network.

### **Acceptable internet policy**

Students are provided with facilities and equipment to access the internet for legitimate work-related activity and educational purposes of research and information.

Use of the internet by students of IBA Karachi is permitted and encouraged where such use supports the goals and objectives of the organization.

However, the Institute has a policy for the use of internet whereby users must ensure that they:

1. Comply with current legislation;
2. Use the internet in an acceptable way;
3. Do not create unnecessary business risk to the company by misusing the internet.

### **Unacceptable behavior**

In particular, the following is deemed unacceptable use or behavior by the students:

1. Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
2. Using the internet to send offensive or inappropriate material to other users;
3. Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
4. Hacking into unauthorized areas;
5. Publishing defamatory and/or knowingly false material about IBA Karachi and your colleagues on social networking sites, blogs (online journals), wikis and any online publishing format;
6. Revealing confidential information about IBA Karachi in a personal online posting, upload or transmission;
7. Introducing any form of malicious software into the corporate network.

### **Monitoring**

Use of the internet is an extremely valuable business, research and learning tool. However, misuse of such a facility can have a detrimental effect on other users and potentially the Institute's public profile. As a result, IBA ICT monitors:

1. The volume of internet and network traffic;
2. The internet sites visited.

### **Guidelines for students**

1. Use the web browsers for educational purposes of research and information gathering from various websites and databases;
2. Keep the allocated personal username and password confidential, and not share it with anyone;
3. Students should not try to access and change any other person's username, password, files or data;
4. Students can connect up to two concurrent devices on the wireless network;
5. Responsibly access social websites for educational purposes only; Always use appropriate language in all digital communications through emails, social websites, blogs or messages;
6. User would not deploy its own wireless routers/access points. In case of any additional requirement, request would be made to ICT department.

### **Oracle ERP Campus Management System**

IBA Karachi has implemented internationally recognized Oracle ERP system to manage the entire students' academic activities at both its campuses. This system manages the overall processes of course offerings, course enrollments, class scheduling, attendance, grading and much more. Students at the IBA Karachi get access to the self-service portal and can check their attendance, grades, enrollment and other related matters through the online ERP system.

Contact information for the ERP team is given below:

**Ms. Asma Haider**

Email: [amshah@iba.edu.pk](mailto:amshah@iba.edu.pk)

Ext: 1109

**Ms. Aqsa Hussain**

Email: [aqsahussain@iba.edu.pk](mailto:aqsahussain@iba.edu.pk)

Ext: 1152

**Mr. Usman Khursheed**

Email: [ukhursheed@iba.edu.pk](mailto:ukhursheed@iba.edu.pk)

Ext: 1143

## Learning Management System (SAKAI-LMS)

Learning Management System (LMS) enables instructors and students to share knowledge, collaborate and engage in a wide spectrum of technology-enabled learning experiences, supported by an intuitive, modern user interface. LMS has been designed to help instructors, researchers and students to create course websites for collaboration. These course websites include the following prominent features:

- 1- Uploading course outlines/syllabus
- 2- Creating important announcements to notify students
- 3- Creating and submitting assignments
- 4- Conducting online tests and quizzes
- 5- Resources folder to share course contents
- 6- Turnitin integration to check assignment plagiarism etc.

Contact information for the LMS team is given below:

**Mr. Muhammad Shabbir**

Email: [mshabbir@iba.edu.pk](mailto:mshabbir@iba.edu.pk)  
Ext: 1126

**Ms. Aqsa Hussain**

Email: [aqsahussain@iba.edu.pk](mailto:aqsahussain@iba.edu.pk)  
Ext: 1152

**Mr. Usman Khursheed**

Email: [ukhursheed@iba.edu.pk](mailto:ukhursheed@iba.edu.pk)  
Ext: 1143

## Useful online application systems for students

- **IBA Job Portal** enables students to upload their CVs and apply for various jobs in national and multinational companies.
- **Student Facilitation System** being used by students to submit various types of requests (attendance discrepancy, makeup exam, recommendation letter, exchange program applications etc.) using online forms.
- **Clinic Management System** facilitates booking of an online appointment for counselling and other related matters.
- **IBA event calendar** to register and view events and happenings at the Institute.
- **TA/RA Management System** to upload working hours and get paid for them.
- **Online payment/donation application** enables students to pay or donate to IBA using their bank cards.
- **Fee voucher application** to generate and print fee voucher from one's home using this online facility.
- **Societies Election System** to register for various societies and vote for the preferred candidates.

- **TA Allocation System** to apply for TA-ship and get selected through a standard selection procedure.
- **Online degree/transcript system** to make an online request to issue student degrees and transcripts.
- **IBA mobile application** to get instant notifications and alerts about news and various events held at the IBA Karachi. The app is available for both Android and iOS users.
- **Alumni Management System** serves as a complete portal to register and manage the IBA alumni along with an online election module for the selection of alumni representative on the Board of Governors.

Contact information for the web and mobile application team is given below:

**Mr. Azhar Hussain**

Email: [ahlarik@iba.edu.pk](mailto:ahlarik@iba.edu.pk)  
Ext: 1112

**Mr. M. Sharif Jamali**

Email: [mjamali@iba.edu.pk](mailto:mjamali@iba.edu.pk)  
Ext: 1114

**Mr. Ibrahim Arain (For mobile app)**

Email: [iarain@iba.edu.pk](mailto:iarain@iba.edu.pk)  
Ext: 1156

## **Career Development Center (CDC)**

The IBA Career Development Center (CDC) has been facilitating the students and alumni in their career development and job search for more than a decade now.

The Center offers a wide range of services to its various stakeholders and assists IBA students and graduating apprentices in identifying internships, and job opportunities available within and outside Pakistan. The Center's main focus lies in building long-term relationships with corporate, social and public sector organizations locally and internationally. For more details, please visit: <https://cdc.iba.edu.pk/>

## **Alumni Students' Center**

The Alumni Students' Center offers the following facilities:

- a) Event hall for educational and social purposes
- b) Resource center for the society's work purposes
- c) Amphitheater for social, cultural and educational stage programs
- d) Society offices to facilitate societies in completing their given tasks such as interviews, meetings, etc.
- e) Students lounge
- f) Separate gyms for boys and girls
- g) Indoor snooker, carrom, chess and ludo facility
- h) Indoor table tennis facility and a badminton court
- i) Outdoor cricket ground and football ground with flood lights for both day and night matches
- j) Outdoor futsal, netball, throwball, volleyball, and basketball courts with flood lights for both day and night matches

Apart from the indoor social and academic events facilities, the Alumni Students' Center and Sports department provides a wide range of indoor and outdoor sports facilities and professional coaching to keep the students fit and healthy so that they can perform well at the zonal, national and international platforms.

Professional coaches have evening sessions with IBA sports teams to improve their skills and enhance performance.

The sports facility offered at the center promotes potential players by giving them chances to play at the national and international level.

### **Cafeteria services**

IBA offers spacious cafeterias on campus, where full meals, snacks and refreshments are available.

#### **Timings of cafeteria at main campus**

Adamjee cafeteria: 8:00 am - 8:30 pm

Aman CED cafeteria: 8:30 am - 5:00 pm

Student Center cafeteria: 8:30 am - 5:00 pm

#### **Timings of cafeteria at city campus**

Aman Tower: 8:30 am - 5:00 pm

Pepsi Student Lounge: 8:30 am - 8:30 pm

## Video conferencing (VC)

IBA has two fully-equipped video conference rooms (one at each campus) with multiple monitors and digital video camera, linking IBA directly to anywhere in the world. The facility allows ease in communication.

In addition, mobile VC equipment is also available on both campuses which can be moved to any location for video conference.

Contact information for VC rooms and mobile VC at both the campuses is as follows:

Zeeshan Khan (main campus)  
Email: zkhan@iba.edu.pk  
Cell: 0333-3938864, Ext:2104

Asif Ali (city campus)  
Email: asifali@iba.edu.pk  
Cell: 0321-8230364, Ext:1119

## Medical and Emergency Services

In-house medical center is available at the IBA main campus. It has doctors and trained paramedics available. Timings of the medical center are as following: Weekdays:

Between 09:00 am to 08:00 pm

Tel: Dr. Naila Ghufraan - 0335-2658582

Clinic reception: 111-422-422, Ext: 2062

In case of a serious medical emergency, patient should be taken to the nearest hospital. Contact numbers of nearest hospitals are as following:

<b>IBA main campus</b>		
<b>Hospital name</b>	<b>Distance from campus</b>	<b>Address and contact number</b>
Patel Hospital	4 km	ST 18, block 4, Gulshan e Iqbal, Karachi 021-111-174-174
DOW University Hospital (OJHA Campus)	7 km	Mission Road, Gulzar e Hajri, Scheme 33, Karachi 021-38771111
Memon Medical Institute Hospital	8 km	Haider Buksh Gabool Road, Safoora chowrangi, Gulzar e Hajri, Karachi 021-34691147

<b>IBA city campus</b>		
OMI Hospital	32 meters	89/1, Depot lines, MA Jinnah Road, Saddar, Karachi 021-32258075
SMBB Trauma Center	2 km	Civil Hospital, KMC work area, Karachi 021-99215740

### **Evacuation and accidents**

In case of an unforeseen event, the following help desk extensions are to be contacted:

Extensions: 2465 and 2460 (Security Manager) and at 2005 (Manager Administration) for the administration block. For city campus, help desk extension is 1468 for security and 1008/1502 for administration.

In case of an emergency (fire, etc.), the students should follow the evacuation procedure as given below:

- i. Leave the building from the nearest exit
- ii. Report to the assembly points and record your attendance
- iii. Stay put until order has restored

### **Transport Services**

The IBA Karachi provides transport facility. For more details, please visit: <https://www.iba.edu.pk/transport-service.php>

### **IBA Hostels**

IBA Karachi provides hostel facility to its full-time, regular students from outside Karachi. Two hostels, one, each for female and male students, are located within the premises of University of Karachi. Both the hostels are secure spaces, guarded 24/7 by trained security professionals and through CCTV surveillance. For more details, please visit: <https://www.iba.edu.pk/iba-hostels.php>



## **Personal and institutional security**

‘Security’ has become a subject of immense importance and concern at both the personal and institutional level. Various measures have been taken to improve the quality of surveillance. In order to ensure security, a proactive and vigilant approach needs to be adopted by all individuals of the IBA community.

### **1. General safety tips**

- a) Before embarking on any journey, ascertain the prevailing security situation from local TV news channels.
- b) Report any suspicious activity and remain vigilant at all times.
- c) Immediately inform the security staff and report any security breach/suspicious activity.
- d) Avoid crowded and congested places when security alerts have been issued through the media.
- e) Use tracker devices for car and self, if possible.
- f) Maintain regular situational awareness of crowded places.

### **2. Institutional safety tips**

- a) IBA is not responsible for any loss, damage or any kind of mishap with the student’s personal belongings.
- b) It is mandatory for all IBA students, staff, inclusive of full-time, part-time and daily wagers, to wear IBA identity cards while on duty. These cards will be prepared by the Program Offices.
- c) IBA security staff on duty is authorized to ask any person entering IBA to prove/show their identity and wear the IBA identity card.
- d) Comply with the instructions for vehicle security. Obtain a valid vehicle pass and display sticker for entry into the IBA premises.
- e) Allow time for inspection of vehicles at IBA entry points. Unchecked/unauthorized entry of vehicles is a grave danger to security.
- f) Before leaving, lock your vehicle. Park at your own risk.
- g) Carefully plan and execute security arrangements for events such as concerts. Avoid late night events.
- h) Filter terrorizing messages and confirm their validity before informing others.
- i) Don’t leave your personal belongings such as bags unattended.
- j) Security staff must be informed well in advance of the arrival of guests/visitors, including providing vehicle registration numbers in cases where vehicles are required to enter IBA premises.
- k) Never bring any weapons/drugs/explosive material to campus/hostels. The Institute holds a zero-tolerance policy towards possession of arms/weapons, explosive and flammable materials, drugs etc. in the campus.

- l) Visualize the emergency situations and prepare contingency plans. This must be done at both the organizational and personal level.
- m) Don't leave cell phones and laptops unattended.
- n) Use of barrier pass on a vehicle with a different registration number is not allowed. Please obtain fresh barrier pass when vehicle is changed. Students found in possession of fake/duplicate barrier passes will be penalized according to IBA policy.
- o) In case of vehicle theft/loss, follow the procedure mentioned below:
  - Contact Citizens-Police Liaison Committee (CPLC) 24/7 call center helplines 021-35662222 and 021-35682222 or any other CPLC office for lodging complaint of snatched/stolen vehicle.
  - Provide at least basic information of the vehicle i.e. registration number, make, color and place of the incident.
  - Call police at 15 control to relay the message of snatched/stolen vehicle.
  - The following are the contact details to reach CPLC: 02135683333, 111-222 345; e-mail: [info@cplc.org.pk](mailto:info@cplc.org.pk).
- p) In case of mobile theft/lost follow the procedure mentioned below:
  - Call police at 15 to report your missing handset and place a recovery request, even if you think they will not do anything.
  - Call PTA at their toll-free number 0800-25625 to make your phone inoperative.
  - Call CPLC at 021-5682222 to make your phone inoperative (for Karachi only).

### 3. Parking on campus

All members of the campus community (faculty, staff, students and visitors) are expected to follow IBA's parking and transportation policies. These policies are enacted to increase campus safety and to preserve parking for IBA employees and students who are issued permits.

1. For reasons of sustainability and community, a car sticker is mandatory for all students.
  - Carpooling /ride sharing is a good practice. Vehicles with student driver are allowed to enter through gate 4. Passengers should be dropped off for entry through the side gate for entering the campus.
2. Within the campus, vehicle should not be accelerated beyond 15 to 20 km/h.
  - Cars with tinted glass are not allowed to enter the campus. If your car has tinted glass, lower the windows so that the guard can see inside.
3. To ensure safety, helmets are mandatory to be worn while

riding a two-wheeler and students driving cars must wear their seat belts.

- To provide maximum space for self-driven vehicles, a chauffeur driven vehicle with sticker may on occasions be asked to park/wait outside the IBA campus at Maskan gate.
- The person to whom the sticker is issued will undertake to park his/her vehicle in the assigned area namely the area earmarked for faculty, staff, students or two wheelers as the case may be.
- Vehicle owners are to properly secure their vehicles with dual lock systems etc. It is better to have your vehicle insured. In case of loss or theft, IBA will not be responsible. Do not leave valuable items in your vehicles.

4. Parking areas between gate 1 to gate 4, Adamjee and behind Fauji Foundation building are reserved for the vehicles of faculty and staff. Students are prohibited from parking their vehicles in the above mentioned areas.

5. Students can park their vehicles starting from the ring road till the parking behind Aman CED.

6. The checking procedure from Maskan gate till parking of vehicle at Alumni Students' Center parking takes 20 minutes approximately. Students are therefore requested to keep that time cushion in their mind before leaving for the IBA.

7. Limited parking space available at the city campus on first come first serve basis. Aman Tower and JS Auditorium basement can also be used for car parking.

#### **4. Car sticker policy**

1. Car stickers are issued only to students, staff and faculty/board members of IBA who are maintaining cars either on their names or against the names of their close relations (i.e. wife, husband, daughters or sons). Under normal circumstances not more than one sticker is issuable.

2. Students will be issued one sticker only – one for their car and one for their bike.

3. The validity of the car sticker will be for a maximum period of two years.

4. Possession of IBA sticker does not excuse the holder from being asked by security/gate staff to prove his/her identity if required.

5. IBA students are only allowed to use University of Karachi Maskan gate for entry and exit as per University of Karachi policy.

6. Students or their drivers found roaming around in University of Karachi without any valid reason are liable for disciplinary action as per the policy of the Institute.

7. Any violation of instructions/incidence of misuse of the privilege of possessing a car sticker may lead to cancelation of the sticker.

## 5. Procedure for obtaining vehicle sticker

The procedure for obtaining a vehicle entry sticker is as under:

1. Apply online by visiting [www.tinyurl.com/ibastudent](http://www.tinyurl.com/ibastudent)
2. Sticker will be ready within 2 working days
3. Bring following documents at the time of sticker collection:
  - Copy of NIC
  - Copy of driving license
  - Copy of IBA Student card/current fee deposit slip
  - Copy of Registration Book
  - 2x photographs 1x1 in case of motor bike pass.
  - Authority letter (in case if the vehicle is leased from a bank or leasing company)
4. Stickers can be collected from:
  - Main campus: Security office located on the ground floor room no.7, Fauji Foundation Building; UAN: 111-422-422, Ext: 2467
  - City campus: Security office located near main entry gate; UAN: 111-422-422, Ext: 1468 and 1461. Rs. 100/- will be charged for fee voucher per sticker.
5. As per the instructions issued by University of Karachi officials and having limited parking space, students will be issued one sticker only

## Fee and dues

### 1. Procedure for payment of fees

- a) Tuition fee will be announced around the commencement of the semester;
- b) Fee vouchers will be made available to students through the Campus Management System (CMS);
- c) Students are liable to make payments for the fee due, by the appropriate deadline as mentioned on the voucher and announced through notice;
- d) Payments can be made in one of the following modes:
  - Direct deposit through any Faysal/Meezan Bank Branch in Pakistan, using fee vouchers generated from ERP.
  - Online payment through the IBA website:  
<https://onlinepayment.iba.edu.pk/>
  - Payment through internet banking:  
<https://bit.ly/2UAVJ8E>

If any student does not pay all their dues till the completion of the program, they will not be issued a provisional transcript, transcript or degree, till the time they clear all their dues.

#### **a) Determination of student fee**

- a) The Institute will fix or specify means by which the tuition fees will be calculated or ascertained, for any course of study or training at the Institute;
- b) The Institute must ensure that no student will be or continue to be enrolled in a course of study or training at the Institute unless they have paid:
  - The tuition fee fixed, or calculated or ascertained;
  - All other charges prescribed by the Institute.
- c) The BOG of the Institute shall approve the fee for programs of study to be offered to students in any given academic year, as recommended by the management of the IBA. The recommendation for setting of fees shall be through annual budget of the Institute;
- d) In the annual budget of every financial year, the Finance department shall present proposals for increment in the existing student fee to the BOG. On the approval of the proposal, fee shall be increased and set to the new level.

#### **3. Calculation of fee**

1. All regular (morning) students shall be liable to pay fixed fee for the semester. Maximum cut off for the fixed fee is 4 courses or more. Additional per course fee will be charged to students on courses above 6;
2. All evening students will pay their fee mentioned on the fee challan; normally based upon the number of subjects a student is enrolled in;
3. Other approved fee charges which are not based upon subjects may be added to the fee challan as applicable.

#### **4. Procedures regarding refund of fee**

- a) Any request by a student to amend their program of study or withdrawal from a program or paper must be made in writing;
- b) The Institute reserves the right to request additional supporting information before any course amendment request is considered;
- c) Where the student's account has a credit balance which is clearly attributable to an overpayment of fees, any such balance will be refunded in full on the request of the student;
- d) Refund of tuition fee is applicable to all students i.e. regular, evening and EMBA programs;
- e) Fee will be refunded in the following cases:

	<b>Scenarios</b>	<b>Policy/Timeline</b>
1	<p>Percentage of tuition fee</p> <ul style="list-style-type: none"> <li>• Full (100%) fee</li> <li>• Refund half (50%) fee refund</li> <li>• No (0%) fee refund</li> </ul>	<p>Full (100%) of the tuition fee will be refunded up to the seventh day the classes convene.</p> <p>Half (50%) of the tuition fee will be refunded from eighth to 15th day the classes convene.</p> <p>No fee (0%) will be refunded from the 16th day the classes convene.</p>
2	IBA cannot provide the academic study offered	100% of the student tuition fee will be refunded.
3	Change of classes	When a student elects to change a class, there will generally be no change in the tuition fee and therefore additional tuition fee, refunds and administration charges do not normally apply.
4	Credit balance	In the case of overpayment of levied charges, students may request a refund for the balance.
5	IBA withdraws an offer of admission from a student	<p>100% of the tuition fee will be refunded if the student does not meet the criteria of provisional admission.</p> <p>No tuition fee will be refunded if it is found that the student has provided incomplete or inaccurate information in support of their application for admission, any application for credit or recognition of prior learning or their enrollment</p>
6	IBA excludes the student due to poor academic performance	If the student does not meet the minimum GPA (2.2 criteria) 100% of the tuition fee will be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was excluded.
7	IBA suspends or expels the student due to academic misconduct	100% of the tuition fee will be refunded for any future semester paid in advance and not yet commenced, but no refund for the semester in which the student was suspended or expelled.
8	Semester gap	Tuition fee paid in advance will be adjusted for the upcoming semesters, if the student is allowed a semester gap by the IBA administration.
9	Extraordinary circumstances	100% of the student tuition fee will be refunded if the student suffers from extraordinary circumstances (i.e. death or accident which causes permanent disability).

## 1. Exception

Under any circumstances admission fee will NOT be refunded.

### 1.1 Exclusion

Cash, cheque and pay order will not be accepted from the students by the IBA Finance department.

#### a) One-time charge

One-time charge such as admission fee and transcript fee are also applicable in addition to tuition fee. These charges are paid at the time of admission at the IBA.

#### b) One-time charge for all academic programs

Following charges are also applicable in addition to tuition fee.

+ Admission fee at the time of admission in IBA

+ Transcript charges

### Important notes

Students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full (i.e. no enrollment in the next semester).

If a student is unable to pay balance of his dues till the completion of courses, the student will not be issued provisional transcript, original transcript and degree till the time all the dues have been cleared.

### Contact details

Finance department	Financial aid office	Student societies
Moeid Sultan Director Finance IBA main campus  Tel: 021- 38104700- 01 Ext: 2300		
Daniyal Jamil Manager Finance IBA main campus Tel: 021-38104700- 01 Ext: 2356	Tanveer Ahmed Assistant Manager Financial Aid IBA main campus  Tel: 021- 38104700- 01 Ext: 2312	Arshad Hussain Senior Executive Finance IBA main campus  Tel: 021-38104700- 01 Ext: 1803

## **Student Liaison Office**

The primary function of the Student Liaison Office is to act as a bridge between the students and the various administrative departments that affect student life and experience at IBA. The Student Liaison Officers, the student societies coordinator working with a team of faculty and student advisors will work to address student complaints, oversee the functioning of the student societies, and assist the Office of Registrar in enhancing campus life for students at IBA. The Office will also work alongside the Student Counselling Services led by the Student Counselor that provide mental health Support to students. Details of the office can be accessed on the following link: <https://www.iba.edu.pk/student-liaison-office>

### **Student Counseling Center**

Student counseling provides mental health support to all students enrolled at the IBA. It addresses students' psychological, emotional, social, and behavioral concerns that include anxiety, depression, isolation, academic stress, confidence and self-esteem, homesickness (in case of living away from home) among various other issues.

Students can avail mental health support through individual counseling sessions by setting up an appointment with the Student Counselor. Walk-in sessions are also provided to students to address a crisis or an immediate need. Students are seen on a first-come, first-served basis for a walk-in session and do not need to make an appointment beforehand. Additionally, the Student Counseling Center organizes support groups, workshops, trainings, and other activities to develop coping skills and disseminate mental health awareness.

All information shared during counseling sessions, including the student's identity, is kept strictly confidential except in cases where it is deemed that the student may seriously hurt themselves or another person, in which case, their legal guardians and authorized persons at the IBA are notified.

To make an appointment, students can visit the Martin Dow Health Center (main campus) or call at (021) 111-422-422, Ext: 2062 or email at [counseling@iba.edu.pk](mailto:counseling@iba.edu.pk).

### **Student Societies**

The Office of Student Societies plays an integral part in administering all student activities on the campus, whether through the platform of student societies/clubs or through any other informal platform. It sets a benchmark of commitment, trust, hardwork and leadership for all student societies to follow.

The Students' Council has always been an active proponent of on-campus student activities. It tries to create opportunities for students to get involved and gain leadership skills through active participation in student activities on- and off-campus. The IBA, Karachi caters to all domains of interests that a student could possibly pursue and if a society/club is not already available relevant to a student's interest, the Institute encourages to set up a committee that would undertake this task.

Currently, there are 26 student societies and clubs operating within IBA, under the Office of Student Societies. They allow students to explore and pursue their interests outside of the academic sphere leading to a holistic development of character, ethics and morals that IBA promises to instill in its student body. For more details, please visit:

<https://www.iba.edu.pk/studentssocieties/student-council-and-societies-content>

## **Service Units**

Several service units work tirelessly to enhance the overall experience of the students in terms of curricular, co-curricular, and extra-curricular activities. Contact details of the team members for each unit can be accessed at: <https://www.iba.edu.pk/service-units.php>





## Disclaimers

- This publication is a live document. More content may be added as new information and policies pertaining to Fall 2020 and Spring 2021 academic sessions may change as the COVID-19 situation develops.
- The IBA management reserves the right to use pictures of students taken during campus events for its various publications and social media. These pictures, however, will not be used for any commercial purpose.



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