

2017

## Student Handbook 2016-17

Institute of Business Administration

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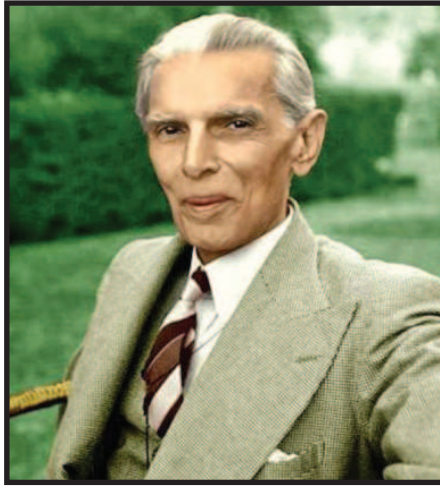
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# Student Handbook 2016 - 2017





IBA

## **Quaid-e-Azam Message for the Youth**

“I look forward to you as the real makers of Pakistan”.

Do not be exploited and do not be misled. Create amongst yourselves complete unity and solidarity. Set an example of what youth can do. Your main occupation should be- in fairness to yourself, in fairness to your parents, in fairness to the State- to devote your attention to your studies. If you waste away your energies now, you will always regret.”

**Quaid-e-Azam**  
Mohammad Ali Jinnah  
Peshwar University - 1948

## CONTENTS

<b>Preface .....</b>	<b>III</b>
<b>∴ Core Values.....</b>	<b>IV</b>
<b>∴ Outline of Services.....</b>	<b>V</b>
<b>Learning Environment.....</b>	<b>1</b>
a. General	
b. Commitment and Expectation	
c. Ingredients of Professional Training	
d. Quality Assurance	
e. Evaluation	
f. Mentor Scheme	
g. Class Representatives	
h. Instructional Spaces	
i. Lecture Timings	
<b>Rules &amp; Regulations.....</b>	<b>4</b>
a. Safety & Security	
b. Use of ICT Services	
c. Computers & Cell phones	
d. Social Media	
e. Personal/Club Sites	
f. Protecting Student identity	
g. IBA Social Decorum and IBA Demeanor	
h. Extra-curricular activities	
i. Plagiarism/cheating	
j. Ragging	
k. Public Display of Affection	
l. Sexual Harassment	
m. Smoking	
n. Dress Code	
<b>Code of Conduct.....</b>	<b>13</b>
a. General	
b. Rules pertaining to General Code of Conduct	
c. Rules pertaining to Academic Conduct	
d. Lab Sessions	
e. Library Conduct	
f. Rules pertaining to Conduct in Examination	
<b>Discipline Committee.....</b>	<b>18</b>
a. Terms of Reference of Discipline Committee	
b. Confidentiality	
c. Penalty for Violation of Code of Conduct	
d. Meetings	
e. Enforcement	
f. Review of Penalty for Violation of Code of Conduct	

## CONTENTS

<b>Infrastructure &amp; Facilities .....</b>	<b>22</b>
a. Cafeteria Services	
b. Alumni Student Center	
c. IBA Libraries	
d. Computing & ICT Services	
e. PC LAB Hours	
f. Video Conferencing	
g. IP Telephone	
h. IBA Radio Channel	
i. Electronic Mail	
j. Transport Services	
<b>Hostels.....</b>	<b>32</b>
a. Accommodation	
b. Upkeep	
c. Hostel Regulations	
<b>Personal and Institutional Security.....</b>	<b>38</b>
a. General Safety Tip	
b. Safety & Security Measures to be adopted	
c. Pedestrian Safety	
d. Rider Safety	
e. Car Sticker Policy and (SOP) Vehicle access to IBA	
f. Procedure for obtaining vehicle sticker	
<b>Student Council &amp; Societies.....</b>	<b>46</b>
a. Composition	
b. Responsibilities	
c. Students Societies and Clubs	
d. Executive Council	
e. Financial Guidelines for Students Societies, Clubs & ISC	
f. Student Societies and Patrons Fall – 2016	
<b>Student Development Program.....</b>	<b>61</b>
a. Program Structure	
b. Experiential learning Program (ELP)	
<b>Service Units.....</b>	<b>77</b>
<b>Student Pledge.....</b>	<b>91</b>
<b>Notes.....</b>	<b>92</b>

## **PREFACE**

This Handbook gives an introduction to the support facilities, procedures and codes of conduct relating to students pursuing studies at the Institute of Business Administration (IBA), Karachi. It will serve as a guide to how students can best become involved, and take advantage of, the opportunities available to them at IBA. The information and instructions contained in this document are periodically updated and therefore subject to change from time to time as deemed necessary and appropriate by the IBA in order to meet the requirements of its strategic agenda. The procedures and instructions contained in this document apply to students and facilities at both the campuses of IBA.

The IBA system is wholly based on eight values which are individually defined on the opposite page.

This handbook is, NOT a substitute for the Program Announcement, which is a comprehensive document regarding IBA's Admission, Academic policies, Programs of Study, Grading and Evaluation Rules, etc. Students are advised to also regularly consult the latest issue of the Program Announcement which is available on the IBA website and portal.

For suggestions or clarifications on the contents of this Handbook, please contact the Office of the Registrar at 021-38104700 & 021-38104701 (Extensions 2001) or e-mail at [ahmedzaheer@iba.edu.pk](mailto:ahmedzaheer@iba.edu.pk) .

**Captain Ahmed Zaheer (Retd) PN**

Registrar

IBA, Karachi

30 June 2016

## OUR CORE VALUES

### TRUTH

Being truthful involves **speaking and acting** consistently in accordance with the highest ethical values. When working in a team, truth requires you to be reliable.

### DISCIPLINE

You should have the will to work according to rules, with precision and honesty. Discipline involves **self-control and self-regulation** that builds character and should be an integral core value of an IBA student.

### INTEGRITY

Possessing integrity goes hand in hand with being reliable. Integrity is crucial to the reputation of any institution. Students are required to maintain **honesty in the acquisition and sharing of knowledge** throughout their academic life at the IBA.

### TOLERANCE

The capacity to **acknowledge, understand and tolerate ideas and opinions different from your own** means that you should be able to treat people from different backgrounds and schools of thought equitably.

### CREATIVITY

The ability to be innovative is an asset for any individual. As a student of the IBA, you are at par with others having skills either equal to you or better than yours. Therefore, you need to enable the **generation of new thoughts, ideas** and means of attaining your goals.

### MERIT

Students are admitted to the IBA strictly on the basis of merit. Success will be yours as you surpass yourself time and again by **working in accordance with this principle**.

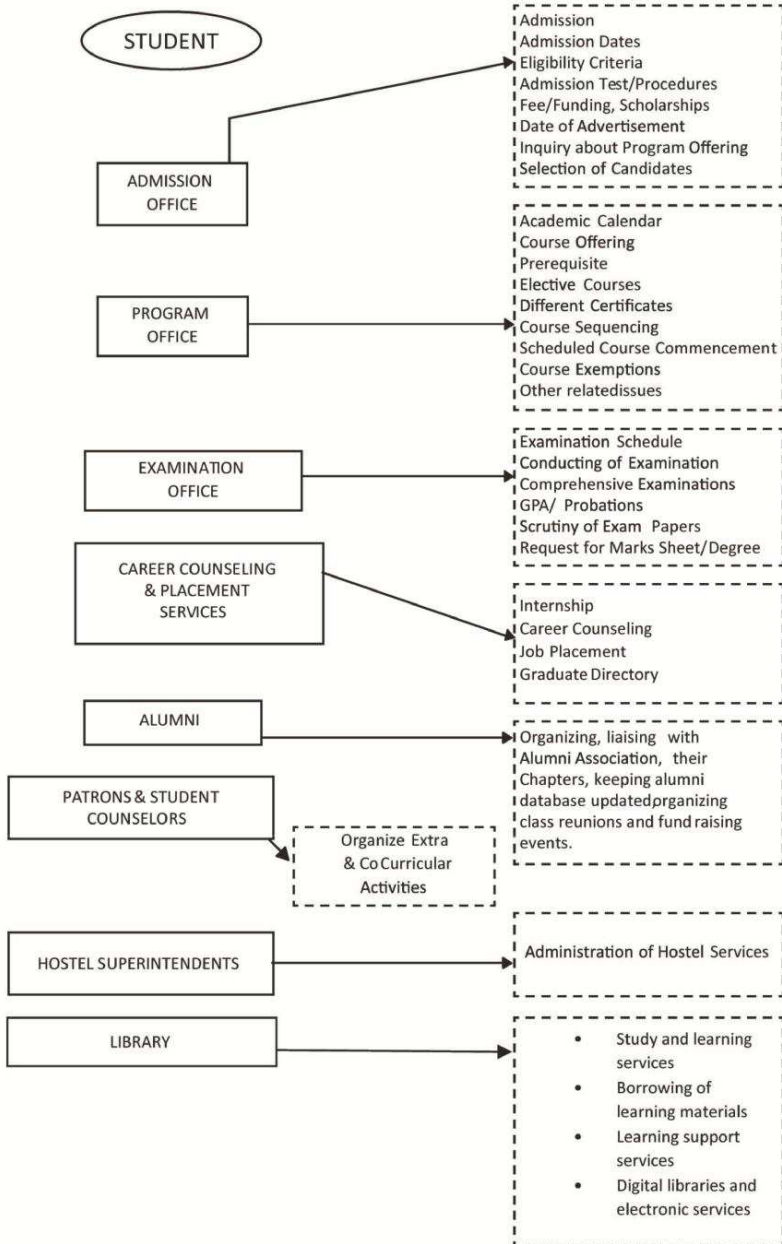
### HUMILITY

**Being courteous, respectful of others** and recognizing that no matter how good you are, there is always someone out there who is better than you.

### TEAM WORK

Acknowledging the competencies of co-workers and **harmonizing their individual strengths to achieve a common goal**.

## OUTLINE OF SERVICES







## LEARNING ENVIRONMENT

### General

The IBA strives for provision of quality education based on high professional and ethical standards. Students and faculty members are therefore urged to contribute fully to the continuing evaluation of the IBA's courses and services in order to promote its character as a dynamic and progressive Institute.

### Commitment and Expectation

In this context, the Institute commits itself to provide for its students:

- An equitable and supportive environment for all students.
- Accurate information about the teaching and assessment timetable.
- Teaching which is up-to-date and supported by appropriate materials and facilities.
  - > Appropriately staffed and programmed classes and as much notice as possible of any alterations to the published timetables.
  - > Details of the structure and content of all programs of study and how they will be taught and assessed.
  - > A fair assessment process with the right to appeal and reassessment.
- The return of marked assessments in reasonable time as per the assessment schedule.
- Learning resources (library services, study areas, computer assisted learning, audio-visual resources, computer laboratory facilities, etc.) appropriate to the courses offered. Students can expect to receive a higher standard of teaching and research supervision in line with the IBA's quality policy, mission and opportunities for employment and university placement.
- A fair and efficient feedback procedure.

It is expected that all students of the Institute will reciprocate by:

- Complying with the Institute's published expectations and professional Code of Conduct relating to conduct, academics and other matters.

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- Displaying responsible attitudes towards staff, fellow students and visitors of the Institute.
- Treating the Institute's property with respect, in a manner consistent with the Institute's policy.
- Attending lectures on time and submitting work and assignments promptly.
- Complying with deadlines assigned by the Institute.
- Notifying their mentors and/or lecturers if they are experiencing any problems or difficulties.
- Participating in extra-curricular activities.
- Contributing to the reputation and development of the Institute by suggesting where improvements can be made.
- Abiding by the IBA Code of Conduct, and not engaging in any dishonest acts, either during examinations or while executing other responsibilities.

### **Ingredients of Professional Training**

Self-discipline and the ability to follow regulations and instructions are two essential ingredients in professional training. Your ability to adapt and thrive in a working environment will be reflected by your self-discipline during the course of your education.

### **Quality Assurance**

Quality in the provision of appropriate learning opportunities is a key objective of the IBA. The Institute has a comprehensive quality assurance system, which is monitored by external audit. Our emphasis will be to encourage and empower you to become an independent learner.

### **Evaluation**

During your time at IBA, you will be asked to fill in Evaluation Questionnaires to assist the Institute in its course monitoring and planning. We will be grateful for your co-operation in completing these questionnaires as these are important for the benefit of your peers and students in upcoming batches.

You will be able to access the Online Course Appraisal System at the IBA portal. The data from Faculty Evaluation is used by Associate Deans and Chairpersons. Faculty evaluation occurs once a semester, after the second term exam

### **Mentor Scheme**

Your development as a professional is also considered to be a crucial element of your education at IBA. For this reason, you will be assigned a mentor, who will be responsible for your professional development. The mentor functions as your link with the IBA management. The IBA encourages you to develop a close relationship with your mentor and to keep him or her informed of any particular concerns or circumstances, personal or professional that may affect your studies.

### **Class Representatives**

Each class will elect one Class Representative who will function as the liaison between the students and the IBA's 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, multi-media, projectors and white boards

### **Lecture Timings**

#### *Full-time students*

Lectures are held from Monday to Friday. Morning lectures normally start at 8:30 a.m. Lectures have a duration of up to 60 - 75 minutes depending on the course.

The subject and course requirements will determine the number of classes in a week. All information on the same will be available in the class time table displayed on general notice board and IBA portal.

#### **EMBA & Part-time students**

Lectures for EMBA and part time students are held on weekends between 6:00 p.m. to 9:00 p.m. on Saturdays and 9:00 a.m to 5:00 p.m on Sunday with a 15 minute break in the middle of the lectures.

## **RULES & REGULATIONS**

### **Safety & Security**

Students are advised to at all times display their IBA ID card and take care of their personal belongings. Safety & Security of personal belongings of students is their personal responsibility; IBA will not be responsible for any loss of these items on account of carelessness / irresponsible behavior. All loss of items are nevertheless to be immediately reported to the concerned Admin Manager / Hostel Manager, so that necessary action can be initiated to facilitate recovery / identification of culprits.

### **Use of ICT Services**

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 introduced in Pakistan in 2007 to secure computer material and related ICT services against unauthorized access or modification. Three categories of criminal offences cover the following conduct:

- a. Unauthorized access to computer material (basic hacking) including the illicit copying of software held in any computer leading to penalty of suspension of ICT services and up to two years of imprisonment or fine depending on the gravity of the misuse.
- b. Unauthorized access with intent to commit or facilitate commission of further offences, including hacking and tampering of electronic data leading to penalty of up to three years of imprisonment or fine or both.
- c. Unauthorized modification of computer material, which includes:
  - 1) Intentional and unauthorized destruction of software or data;
  - 2) The circulation of 'infected' materials on-line;
  - 3) An unauthorized addition of a password to a data file or display any information which enables others to gain unauthorized access to computer

It is important that the users understand the purpose and existence of ICT infrastructure and relevant facilities is to support research,

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education, and IBA's administrative activities, by providing access to computing resources and the opportunity for collaborative work.

All use of the IBA's network must be consistent with this purpose. Therefore the following must be ensured:

- Do not permit another individual to use your account or impersonate other individuals in communication (particularly via forged email or through chatting) -Do not attempt to crack passwords or encryption or destroy/ alter data belonging to other users.
- Don't try to restrict or deny legitimate users access to the system by.
- Don't use IBA's ICT network for private financial gain. For example, users are not permitted to run a private business through IBA's network. (Commercial activity is permitted, but only for business done on behalf of IBA, or its affiliates.) IBA's computing and telecommunications facilities and services are to be used for Institute's purposes only and not for the benefit of private individuals or other organizations without authorization
- Don't transmit threatening or harassing materials.
- Comply with the rules for the ethical use of the ICT Systems by ensuring the following:
  - 1) Passwords are NOT TO BE SHARED with anybody.
  - 2) Privacy of other users is NOT to be violated.
  - 3) Copyrighted materials (including software) are NOT to be copied or misused.
  - 4) ICT resources are NOT to be used to harass anyone in any way.

### **Computers & Cell phones**

Students are not allowed to install their own software. Should it be required please obtain permission from the concerned Faculty and Lab Incharge. Students are not allowed to save anything e.g. slogans, pictures etc on the campus computers other than their course work related materials. Use of cell phones for purpose e.g. playing games and/ or exchanging messages in

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instructional spaces is forbidden. Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty.

## **Social Media**

Students are advised to display and follow the highest standards of good ethical conduct in using interactive or social media. Students found indulging in irresponsible, false communications or communication aimed at provocation, slander and spreading of rumors, false allegations will be proceeded against by the discipline committee.

IBA's evolution over the past five years has extended beyond just infrastructural and academic development. In the contemporary digital age, a modern business school must seek new avenues to reach its ever-progressing, diverse audiences, including its current and prospective students, alumni, faculty, parents and even industry professionals. As a result, IBA has recently developed a dynamic website and digital presence across various platforms including Facebook, Twitter, Google+ and YouTube. Through constant updates across these avenues, IBA:

- Highlights students' achievements and showcases various aspects of student life at IBA
- Enables users to post questions and expect prompt responses
- Provides prompt updates regarding all campus activities, announcements, information and other important dates.
- Presents intimate insights into the IBA community such as its faculty, academic and administrative departments, guest lectures and high profile visits, social outreach initiatives, and other projects
- Features news regarding IBA alumni, events, developments, vacancies, admissions and much more

## **Best Practices in Social Media**

The following "best practices" have been compiled to serve as a guide as students participate in social networking as a group or as an individual.

- Students should be honest about their identity. Participate only under the student's name.
- Students should have all the facts before posting something. Cite sources where applicable.

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- Be respectful and courteous in posting and communicating.
- Students should think before posting. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even after it has been deleted.
- Maintain confidentiality. Never post personal, confidential or proprietary information.

### **Personal/Club Sites**

The following code of conduct is to be followed:

- In personal posts, students should be clear that they are sharing their personal views and are not representing any organization.
- Students are legally liable for what they post on their own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts). Employers are increasingly conducting web searches on job candidates before extending offers. Students should be sure that what they post today will not cause concerns in the future.
- Do not use the logo, name or any institute marks or images on a personal or club site. The institute logo and name are copyrighted and for official use only.
- Students should only use photos of persons who have given them permission to do so. Do not post photos from course materials, campus-based presentations or any photographs of a medical or personal nature even if the student thinks they are de-identified. Students should use good judgment when posting photos of themselves on sites that prospective employers may be able to view.
- Never post copyrighted material of any sort.

### **Protecting Student identity**

While students should be honest about themselves, they should not provide personal information that identity thieves could use against them. Students should not list their home address or telephone number or their work telephone or e-mail address. Students should not endorse or support any political candidate.



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To stay updated with happenings in and around IBA:

- Visit our website: [www.iba.edu.pk](http://www.iba.edu.pk)
- Like us on Facebook: <https://www.facebook.com/ibakarachicity>
- Follow us on Twitter: [@ibakarachi](https://twitter.com/ibakarachi)
- Subscribe to our YouTube channel: <http://www.youtube.com/ibaedu.pk>

### **IBA Social Decorum and IBA Demeanor**

Social psychologists studying the impact of image have determined that someone meeting you for the first time will make up to 10 decisions or judgments about you within the first 30 seconds. These include your economic and educational levels, trustworthiness, social position, social heritage, success and moral character. To make a good first impression, consider the three key elements: the handshake, eye contact and your appearance. Your appearance - are you always dressed and groomed impeccably? If you are becoming aware that there are some areas that need improvement, you are off to a good start. The difference between being dressed and well-dressed lies in the details. This includes all areas of fit and grooming. Some tips on dressing are as under:

- Wear modest clothing which is socially acceptable on current standards.
- Avoid clothes which are transparent or suggestive of body features.
- Hijab is an accepted wear. However, avoid fastening it with conspicuous jeweled pins.
- Get into the habit of wearing a sound and sensible watch.
- Avoid wearing strong fragrances.
- Avoid having distracting / loud tones on your cellphones.
- Always keep a laminated copy of your NIC (National Identity Card).
- Try not to display your temper over email and phone: if you need to discuss a major problem & believe that the interaction might get truly heated, request a personal meeting.
- Be meticulously honest about money.
- Respond promptly to emails, and maintain a paper or an electronic calendar of appointments.

- Learn to meet the deadlines and be punctual in your activities.
- Be pleasant to your juniors, especially those who have less obvious power than you.
- Never jump in when someone is telling a joke and say that you've heard it before.
- Greet persons and maintain a pleasant disposition.
- Be respectful towards your elders and polite in your general dealings.
- Holding / carrying out of any such activity at other locations particularly around the instructional spaces during class timings is forbidden.

### **Extra-curricular activities**

Students are advised that all sports and /or other extracurricular activities are to be undertaken only in the environs of the alumni student center and its adjoining sport fields. Playing of music at the campus is also to be restricted to the environs of the student center and that too at a low volume so that classes in the adjoining Commerce Dept of the KU are not disturbed.

### **Plagiarism/cheating**

Plagiarism & Cheating are prohibited at the Institute. Academic honesty is mandatory. There should be absolutely no plagiarism/ cheating in any examination, quiz, assignment, report, and/or presentation by any student. Each case will be decided on its own merit in accordance with notified policies.

### **Ragging**

Ragging is absolutely prohibited on both campuses. Any student subjected to such behavior should report to Registrar/ Superintendent / building manager administrator immediately. Strict disciplinary action will be taken against the violators including expulsion from IBA. The following acts shall constitute ragging:

- Words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any student;

- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of any student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- Exploiting the services of a any student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a student by other students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to another student;
- Any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over other student.
- Any attempt to take advantage from a freshmen depriving him / her of his personal effects or an attempt to ridicule a freshmen in front of others

### **Public Display of Affection**

Public Display of Affection (or PDA) is viewed as an act of physical intimacy which takes place in a public place. It includes display of physical affection / intimacy including: holding hands, cuddling/holding, backrubs/massages, caressing/stroking, kissing and hugging members of opposite gender. Such acts are considered as objectionable acts and violation of code of conduct for which concerned persons will be penalized.

### **Sexual Harassment**

Sexual Harassment is offensive sexual behavior by persons with the aim of benefiting and injuring another person (s). It is a breach of a trusting relationship that should exist in an environment. It is unprofessional conduct and undermines the integrity of the employment relationship amounting to coercive behavior and violation of professional ethics. It includes making unwanted sexual advances and asking female students to visit personal offices

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or meet them outside the educational institution. A complaint cell for all cases of sexual harassment exists in the office of Ms. Mahreen Nazar, Superintendent Girls Hostel. Instructions for reporting incidents are promulgated on notice boards.

### **Smoking**

To benefit the health and security of the bulk of the IBA community, it is our endeavor to convert the complete premises of IBA Karachi into a 'No Smoking Area. Pending such action, designated spaces at both campuses are earmarked as 'Smoking Areas, details are as under:

Main campus: Three areas namely:

- (1) Open Area North of the Adamjee Academic Block
- (2) Western Courtyard Tabba Block (courtyard towards alumni center)
- (3) Open Area in between AMAN CED Building and Multipurpose block.

City campus: Two areas namely:

- (1) Open Area North of the Faysal Academic Block
- (2) Open Area in between FCS Building and western compound wall of City campus

Boys Hostel: Open Area behind, west of the Haleem Siddiqui Boys Hostel

The smoking of sheesha or other similar contraptions is strictly prohibited all over IBA Karachi campuses and at all times.

Non-compliance of smoking policy will result in fines and disciplinary action as applicable for violation of rules.

### **Dress Code**

To maintain the good image of the Institute and themselves, students are expected to abide by the values, traditions and dress code of the Pakistani society respecting the social and religious norms. Inappropriate dressing for males and females is prohibited. This includes, but is not limited to, clothing bearing suggestive or offensive language or graphics, tank tops, low cut blouses, short clothing, and revealing clothes which show too much skin or expose the waist or back. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste, and appropriateness. When in doubt, please, take the conservative approach.

- All clothing worn by students should be well laundered.

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- Clothes should be inoffensive in terms of cuts and style, or by way of messages printed on them.
- Female students may only wear jeans / tights provided their tops are of minimum upper thigh length. They should also be modest and avoid transparent materials and short lengths for sleeves and trousers / shalwars or items that make visible cleavage or undergarment.
- Male students are only allowed full length trousers or jeans. For footwear, they must wear dress shoes, moccasins, joggers or sandals with back straps.
- Male students should maintain proper haircuts and refrain from piercing their ears and faces.

Failure to conform to IBA's dress code results in disciplinary action.

## PATTERN OF SANDALS TO BE WORN BY IBA MALE STUDENTS

### Authorized pattern foot wear for boys



### UNAUTHORIZED



x



x



x



x



x

## CODE OF CONDUCT

### General

IBA has a rich history of maintaining a disciplined environment at the campus. The rules in IBA Karachi inculcate in students a behavior which reflects a respect of law, a consideration of the rights of others and a code of conduct in academic and non-academic matters. It promotes 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.

This CODE OF CONDUCT provides a framework for strengthening discipline through a mechanism of identifying expectations, specifying the violations / acts of misdemeanor and the nature of ensuing penalties. The frame work includes rules of and regulations which pertain to ‘General Conduct’ and ‘Academic Conduct’.

Subject to the statutes, rules & regulations of IBA, the faculty members / teachers shall be responsible for maintenance of discipline among students in their respective class.

### Rules pertaining to General Code of Conduct

Students are forewarned that while at IBA Karachi they should NOT associate themselves with any of the following activities. **Indulging in any of the following activities will be taken as a misdemeanour / act of indiscipline and breach / violation of the IBA students Code of Conduct which would lead to award of appropriate penalty to the concerned persons:**

- Failing to comply with laid down rules /regulations or instructions /orders.
- Failing to be in possession of IBA ID Card / failing to display the ID card by wearing it as prescribed.
- Lending your IBA ID Card to someone or allowing the use of your card by someone else.
- Unauthorized entry / causing damage to campus spaces and facilities.
- Possession in the campus of a weapon / firearm of any kind.
- Giving false information or willful suppression of information, cheating or deceiving.
- Inciting students / staff / faculty or staging a walkout, a strike or an unauthorized procession.

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- Being found to be using or in possession of any drugs/ narcotics or intoxicating material including failing to report the use / possession of the same by any other member of the IBA Community.
- Shouting of slogans, making cat calls or participating in wall chalking, graffiti images activity derogatory to the prestige of the IBA or the reputation of its faculty, students or staff members.
- Participating in any kind of political activity or promotion of the agenda of any political party through display of their publicity material or voicing of any slogan associated with any political party or unauthorized inviting of any worker or office bearer of a political party/movement.
- Initiating a threat or false alarm / warning, of a fire, explosion, or other emergency.
- Participation in any act which is defamatory or derogatory to the interest of any religion and Pakistan.
- Participating in ragging, physical abuse of another person, or conduct which threatens or endangers another, or making verbal or physical threats which cause reasonable apprehension of harm.
- Use of indecent/foul language, threatening, cursing or harassing a fellow student or any member of the faculty/staff
- Immoral behavior / negative behavior that interferes with activities authorized, sponsored by IBA, or is in breach of any rule of public morals, such as:
  - > Use of immodest dress or failing to comply with the dress code.
  - > Making undesirable gestures.
- Disorderly behavior, such as shouting, abusing, quarrelling, theft, fraud, fighting, physical assault and insolence on the campuses or hostels of IBA.
- Public display of affection including cuddling with members of opposite gender including immodest conduct of any kind on part of either gender.
- Failing to report any detrimental activity / breach of rules observed in the campus.
- Smoking in areas other than those designated as “Smoking Areas”.

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- Indulging in activities prejudicial and detrimental to the maintenance of good order on the campus and in the hostels.
- Being involved in unauthorized use, misuse, theft of property or services, or intentional or reckless damage to property of the Institute, or of a member of the Institutes community, or of a visitor to the Institute.
- Being in possession of stolen property or concealing the presence of items which belong to other persons or failing to share information on the same.
- Failing to execute responsibilities assigned as an office bearer of a society, club or team / group or being careless / being dishonest in executing assigned responsibilities.
- Use of unfair means at an examination or assisting others in exams or trying to affect grades by use of influence or unfair recommendations.
- Disrupting or disturbing the proceedings of a class including showing reluctance to follow / comply with the instructions of the teacher.
- Use of cell phone including texting is forbidden in classroom and lab sessions.

### **Rules pertaining to Academic Conduct**

All students must note the following information which governs their conduct in and around the places of instruction. Failure to observe rules will make the concerned persons liable to disciplinary action on grounds of academic misconduct:

#### **Classroom Sessions**

- Attendance in each class is taken daily by the teacher as soon as the class starts.
- Late comers are promptly marked “Absent” even if they are late by one minute.
- No excuse is accepted for any reason.
- A maximum of 4 absences are allowed in 28-sessions course and 6 absences are allowed in 42-sessions course in a semester.
- A student who accumulates more than the allowed number of absences in a course in a semester is not allowed to appear in the semester final examinations and is awarded an “F” in that particular course.



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- More than the allowed numbers of absences are NOT CONDONED for any reason.

In case any student(s) are participating in events/activities that affect their attendance, then a special allowance is made in such cases. The students are allowed to miss up to three 50-minute classes or two 75-minute classes. Such students are required to obtain prior permission from the Dean & Director of IBA,

### **Lab Sessions**

The rules mentioned above for classroom sessions attendance will apply to Lab sessions. Anyone accumulating more than the allowed number of absences in Lab sessions will not be allowed to appear in the semester final examination of that particular course.

### **Library Conduct**

Following rules are to be followed in library premises:

- a. There should be absolute silence in the library.
- b. Mobile phones must be switched off in the library / put on the silence.
- c. Group study and/or discuss
- d. Books, journals and other periodicals are not to be torn or damaged/written upon in any manner.
- e. Books should be returned on due dates otherwise late fine will be imposed.
- f. Library membership will be cancelled /suspended of those students who are found violating library rules.
- g. A list of suspended library users will be displayed on the notice boards.
- h. All suspended library users will not be allowed to enter the library during the suspension period.

### **Rules pertaining to Conduct in Examination**

At the IBA, students will have to appear for mid-semester and final examinations in each semester. The schedule for these will be provided by the Controller of Examinations, later on in the semester. Here are some pointers about taking examinations at the IBA. A violation of any of the under

mentioned rules may lead to cancellation of the paper and any other penalty deemed appropriate by the discipline committee:

a. Entering the Examination Hall

- (1) Students are allowed into the Examination Room 10 minutes before the commencement of an examination. The seating positions are allocated beforehand and you are required to comply with instructions given by the invigilators. No communication between students is allowed once the students enter the Examination Room
- (2) Students must carry their valid Identity Cards and place their bags and belongings in the area designated by the invigilator (usually in the front of the Examination Room). All belongings should be left outside the Examination Room.
- (3) Students will be allowed to enter the Examination Room for up to 30 minutes after the start of the examination. No extra time is given to latecomers for any reason.
- (4) No unauthorized materials (e.g. books, notes, correction fluid, programmable calculators or those with storage capabilities, etc.) are allowed on the student's seat/in possession of the student.
- (5) Each student should bring his / her own writing stationery as students are not allowed to share their stationery.
- (6) Cell phones are strictly disallowed inside the examination rooms. If any student brings Cell Phone inside the examination room, his/her paper will be cancelled.

b. During an Examination

- (1) Students are allowed to leave if they finish their exam early, but not during the first and last 30 minutes of the examination.
- (2) Any instance of communication of any kind between students appearing in an examination shall constitute a violation of examination rules and shall be treated as an offence of 'Use of Unfair means'. This includes including handling of examination material in a manner that its contents can be seen by other students appearing in the exam.

c. At the end of the Examination

- (1) When the invigilator announces that time is up, no further writing by the students is permitted.
- (2) Students must fill in the relevant details on the front cover of the Examination Answer Booklet, and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet.

## DISCIPLINE COMMITTEE

1. All matters relating to breach of Code of Conduct in the Institute will be reported to and investigated by the Discipline Committee of IBA. The following persons shall form part of the said Committee:
  - a. Registrar
  - b. Controller of Examinations
  - c. Student's Counselor
  - d. 2 designated Faculty Members including one female

### Terms of Reference of Discipline Committee

2. The terms of reference of Discipline Committee are as under:
  - a. The term of office of the members of the Discipline committee excluding ex-officio members shall be 3 years.
  - b. The quorum for a meeting of the Disciplinary Committee shall be three members
  - c. The functions of the Discipline Committee shall be as under:
    - (1) To propose regulations of Discipline to the Academic Board for the conduct of students, maintenance of discipline and for dealing with reported cases of indiscipline, violation of rules including cheating in examinations.
    - (2) To oversee the affairs of the Students Societies in so far as they concern matters relating to discipline & conduct of students participating in extra and co- curricular activities.
    - (3) To investigate and report to the Director within 48 hours all cases of breach of discipline / violation of code of conduct.
    - (4) To perform such other functions as may be prescribed by Regulations.
    - (5) Examine any disciplinary matter referred by the Director.

### Confidentiality

All business transacted by the Discipline Committee is to remain confidential and each member of the Discipline Committee shall abide and comply with the

<https://ir.iba.edu.pk/student-handbooks/5>

terms and conditions of the Committee's Non-Disclosure Agreement as amended from time to time.

### **Meetings**

The Discipline Committee shall meet as and when necessary to consider reports and investigate matters relating to discipline of students and shall be the final authority to determine whether a violation of code of conduct / act of indiscipline has been proved or not. It shall then recommend to the Director as to the action to be taken in conformity with the Regulations. The committee is to however meet at least once before the commencement of every semester and on completion of the semester. The conduct of the meetings will be guided by the following rules:

- a. At least half of the Committee Members shall form a quorum for the transaction of business by the Committee.
- b. The Committee Chair shall preside at all meetings of the Committee and, in consultation with the other Committee members, shall set the agenda of items to be addressed at each meeting.
- c. The Committee Chair will ensure that the following documents are circulated at least three (3) days in advance of each meeting:
  - (i) The agenda for the meeting;
  - (ii) Any other documentation related to the business to be conducted by the Committee.

### **Enforcement**

The enforcement of Discipline in IBA shall be supervised and controlled through the following persons:

- a. Associate Deans and Department Chairpersons for all classroom / academic activities.
- b. Controller of Examinations for all examinations related matters.
- c. Respective Hostel Superintendent in Hostels.
- d. In public places and on occasions of public gathering within and outside the IBA Campus, through the Students Counselor / activity coordinator.
- e. In all other inter-IBA relations of students, through a combination of officers mentioned under sub-clause a, b and c.
- f. The Registrar will be the promulgating authority for all penalties relating to Code of Conduct and Maintenance of discipline in the student community

**Penalty for Violation of Code of Conduct**

Any student found indulging in any of the acts mentioned above or violating the above said rules of 'General OR Academic Conduct' will be reported to the Registrar / Campus Coordinator and / or Discipline Committee by any IBA faculty / staff / student who observes the violation. The concerned student will be called and provided an opportunity to explain his/her position, and if found guilty, he/she can be penalized by award of one or more of the following penalties. The Dean & Director IBA will be the approving authority for all penalty recommendations made by the discipline committee:

- a. Issue of a warning letter.
- b. Monetary fine.
- c. Letter of apology solicited from the student and parent.
- d. Parents called to meet the mentor / disciplinary committee.
- e. Suspension from classes for a week or more.
- f. Cancellation of Admission and expulsion from the institute. .
- g. The violating student(s) names will also be posted on the notice boards along with details of the offence.
- h. Any other consequence as the committee may deem fit
- i. Society / Club office bearers found guilty of violation of code of conduct will be ineligible to participate in election thereafter.

The authority to impose punishment or penalty shall be exercised by the persons mentioned below to the extent given under each:

- a. The Director may:
  - (1) Fine a student up to Rs.5000/- for each single offence and deprive him of privileges and positions open to other students.
  - (2) Suspend a student for one, two or three semesters.
  - (3) Grant 'F' to a student in a particular course/ restrain from Examinations.
  - (4) Debar a student from being an office bearer of a club / society.
  - (5) Cancel the admission of a student or refuse to admit a student without giving any reason;

- (6) Debar, expel or rusticate a student for a specified period or for good.

b. The Registrar / Students Counselor may:

- (1) Fine a student up to Rs. 3000/- for each single offence.
- (2) With hold good character certificate to a student and
- (3) Make an adverse report and ask the disciplinary committee to investigate.

c. The Associate Deans / Department Chairpersons may:

- (1) Fine a student up to Rs. 2000/- for each single offence and
- (2) Expel a student from the class for 7 days.
- (3) Issue a letter of warning and include it in his personal file.

d. Hostel Superintendent:

- (1) Fine a student up to Rs. 2000/- for each single offence and
- (2) Expel a student from a Hall or Hostel for up to a month.

e. Certificate/Degree/Diploma and other documents of a student involved in a case breach discipline may be withheld till the final disposal of the case.

### **Review of Penalty for Violation of Code of Conduct:**

Students disputing the Dean's decision on recommendations of the Discipline Committee may file a written appeal with the Chairman BOG / Appellate Body through the Secretary BOG, no later than SIX (6) academic working days following notification of the Dean's decision. The Chairman BOG will Chair the appellate body and may select any two members from the BOG to assist him in hearing and deciding the appeal.

## INFRASTRUCTURE & FACILITIES

The IBA Karachi has two campuses spread over 72 acres of real estate. The years 2008 to 2016 have witnessed a major revamp of infrastructure and facilities at both its campuses. The turnaround which began in 2008 is the result of a multi-pronged strategy to develop programs, faculty and facilities to bring IBA in the Top 100 Business Schools of the World by 2019.

The development of new facilities and infrastructure at both the campuses included construction of three new multistoried state-of-the-art academic buildings, an auditorium, a 14 storied multipurpose tower, a student center cum sports complex, three hostel buildings and five ancillary support buildings. Eleven existing buildings were remodeled, expanded and refurbished as part of the development strategy. In addition a clinic block and two new blocks for Boys Hostel are under construction and are expected to be ready by end of 2016. As a result of this revamping of facilities & infrastructure, IBA has 47 functioning buildings in 2016 compared to 29 in 2000. The covered area under instructional, administrative and amenities space has correspondingly increased from almost 230,000 sq.ft to 696,000 sq. ft. In March 2016 the institute also acquired a 10 acre plot in the DHA City environs in the suburbs of Karachi; plans are afoot to establish a community college as a feeder institution and skills training center by 2019.

The Main Campus located in the environs of the University of Karachi, houses around forty classrooms, eight seminar rooms, five computer labs, fourteen break out rooms. These are located in the three academic buildings, namely the Adamjee Academic Center, Abdul Razzak Tabba Building, and the Aman Center for Entrepreneurial Development. All instructional spaces are now centrally air-conditioned and fully equipped with the latest audio-visual and video conferencing facilities to boost the overall learning endeavor. These academic facilities are augmented by the Gani & Tayub Auditorium with a capacity of three hundred persons, a brand new library, a video conferencing lab and a Faculty Lounge. Additionally, the Main Campus is the venue of a sprawling student center, complete with gymnasiums for male and female students, a large cafeteria, an event hall, indoor courts, outdoor sports field for cricket and football, tennis courts, a volley ball court, a basketball court, a jogging track, and a 450-capacity Amphitheatre.

The City Campus is in the heart of the business district of the city. It consists of the Chinoy Administration Building, the Faysal Bank Academic Block, the Habib Bank Academic Building, and the Center for Executive Education, which together field excellent premises for various programs. Existing facilities include twenty eight class-rooms and eight computer/ICT laboratories. The City Campus is also home of the Center for Executive Education (CEE), Center

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for Excellence in Journalism (CEJ), Center for Business & Finance Research (CBFR) and the Center for Excellence in Islamic Finance (CEIF).

A fourteen-storied, instructional-plus-residential premises, namely the Aman Tower, and a modern 430-seat auditorium are twin premises which house these centers along with a well-equipped library.

The facilities at both campuses are administered by the Facilities Management Department which reports to the Registrar IBA. Requirements for individual facilities are to be sent to the concerned campus manager on the prescribed proforma. The facilities may also be utilized by outsiders on concessional rates. Advance bookings and bookings may be made by clients who are alumnus, belong to corporate and business organizations having collaborations / endowments at IBA. Five percent of charges will be levied per hour for all usage of facilities beyond time limit / cancellation of bookings 48 hrs in advance. GST will also be recovered in the overall billing at the prescribed rates.

### **Cafeteria Services**

The IBA cafeterias at the Main and City campuses offer you a wide variety of snacks to choose from and that, too, at affordable rates. The principal facilities at the Main Campus are located in the student center in the environs of PEPSI dining hall and associated food outlets. The Aman CED center also has cafeteria facilities for the lower staff at subsidized rates are provided by the old PEPSI cafeteria located behind the Adamjee block. IBA Main Campus cafeterias are open on all workdays, from 8.30 a.m. to 4.00 p.m. Friday timings are from 8.30 a.m. to 12.00 p.m. The IBA City Campus timings are from 8.30 a.m. to 8.00 p.m.

### **Alumni Student Center**

The Alumni Student Center at the Main Campus provides services and facilities for the physical, social, personal and intellectual development of students. This is accomplished through a custom built infrastructure developed to support a broad range of student-conceived activities and programs. In addition, the Center provides opportunities for students to collaborate with other institutions and to grow as members of the IBA community. These well-maintained and secure facilities may also be used, when available, by members of the faculty, staff and alumni.

Housed in the Alumni Student Centre are various facilities that meet the diverse needs of students. The Pepsi Dining Hall and its adjoining coffee shop offer a



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range of food service facilities and serve a variety of menu items. The Khawar Butt Gymnasium provides ‘separate gymnasias’ for male and female students while the Fatima Center fields an entire range of ‘indoor sports facilities’ comprising badminton courts, pool and table tennis, enclosures and board games. A large event hall with capacity of over 150 persons, and a roof top located Amphitheatre with seating available for as many as 400 persons.

These facilities offer students several ways to relax, exercise, socialize and develop their talents. Also forming part of the center is a Writing Center a bookstore, an ATM outlet, a resource center equipped to provide support and facilities for honing the intellectual skills of the students. Finally, there are six chapter rooms which serve as venues for the planning and execution of the various extra- and co-curricular activities conducted by student societies and clubs that form part of IBA’s annual event calendar.

### **IBA Libraries**

IBA libraries offer students not only study materials needed in the course of their education, but also a variety of information to supplement their life-long-learning, as well as augmenting the development and expansion of their intellectual horizon to groom them as well-rounded individuals.

### **Library Rules and Regulation**

As member, all the students are required to follow certain rules and regulations while using library services and facilities. The rules, policies and procedures are framed to ensure conducive learning environment and to safeguard the rights of others for the provision of equal learning opportunities.

### **Borrowing Rules**

All IBA students currently enrolled in different academic programs at undergraduate, graduate, and postgraduate levels are entitled to get access to library services, facilities and resources. Students can activate their membership just by submitting duly filled library membership form.

The borrowing privileges may vary depending upon the borrowers’ category and the nature of library materials:

Borrowers' Category	No. of Books	Loan Period*
Undergraduate BBA,BSCS, BS (M&E)	4	7 Days / 14 Days
Graduate MBA, EMBA, MS (CS)	4	7 Days / 14 Days
Postgraduate MS (Econ), PhD	6	7 Days / 14 Days

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\* depends upon nature of materials, as in general collection some of the books can be borrowed for 7 days while others for 14 days.

- Any library material borrowed by any library member is subject to recall, if required by the library, hence the loan period should not be taken as legitimate right.
- Books issued from general collection may be re-issued for the same period, provided there is no reservation, hold or recall request.
- Reference and reserved materials, and journals / magazine /newspapers can only be consulted within library premises and cannot be borrowed.
- Students who do not return books in timely manner automatically lose the privileges to withdraw any more books from the Library until they have returned all the items they have borrowed.
- Borrowing privileges may also be withdrawn from the students who are constantly irregular in returning books or involved in violating library rules.

#### **f. General Rules for Library Usage**

Students are expected to observe the rules appended below while using library facilities, services, and resources to avoid any disciplinary action.

- Leave personal belongings at the designated places at the library entrance.
- Do not make noise, and speak softly to avoid disturbing others. Students may reserve break-out rooms for discussion and combine studies.
- Telephone calls may not be received or placed from the library telephone or cell phones. Cell phone should be on silent mode.
- Treat library materials you use with care. Do not mark, underline, mutilate or tear pages in any case.
- Do not change the order of library furniture or other fixtures.
- Eatables are not allowed in the library.
- Leave library materials on the tables after reading and consulting them. Do not place them back into the shelves.
- Observe IBA ICT code of conduct and rules while using computer terminals placed in the library.
- Library staff reserves the right to inspect any materials being taken out of the library premises.
- Take care of your belongings as library does not take any responsibility for loss or damage in any case.

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- Library privileges may be denied to the students who violate and breach the established library rules and norms or who are otherwise guilty of “misbehavior”.
- Abide by Library Rules and help the library staff in creating enabling environment for learning.
- Do not hesitate to ask for help from the library staff whenever you feel the need or have difficulty in using library services & facilities.

## Computing & ICT Services

The Information and Communication Technology department provides ICT services to IBA Main and City campuses, hostels and staff town, serving a total of around 3000 users on and off campus and a sizeable number of alumni. The principal aim of the ICT department is to bring state of the art technology in to IBA, provide essential services and promote automation. Striving hard to provide essential services the dept works day and night to meet the end users requirements of Internet, email, distance learning (video conferencing), unified communications (VoIP).

### PC LAB Hours:

For Morning program students, the computer laboratories are open from 8:30 a.m. to 4:00 p.m. and for Evening program students from 3:00 p.m. to 9:00 p.m. Should you need any help or information regarding the computer laboratories, the names of the Lab Incharges available during the hours mentioned above for your assistance have been listed below:

### Shift Incharges

#### Morning Shift - City Campus

1. Haider Mehdi CCL4
2. Usman Bukhshi CFL1
3. Arif Hussain CCL1

#### Evening Shift - City Campus

1. Adnan Mehdi CCL4
2. Waqar Hussain CFL1
3. Faisal Ahmed CCL1

#### Morning Shift - Main Campus

1. M. Irfan MCL3
2. Salman Ashraf MCL2
3. Ali Raza MNL1
4. Obaid ur Rehman MTL 4

#### Evening Shift - Main Campus

1. Shoaib MTL4

**Lab Managers and their Contact Information**

Asjad Asad Siddiqi (Main Campus) Manager P & CS & LABs  
[aasad@iba.edu.pk](mailto:aasad@iba.edu.pk)  
 Ext-2107

Abdul Qadir (City Campus) Network Manager [aqzaki@iba.edu.pk](mailto:aqzaki@iba.edu.pk)  
 Ext-1120

**Video Conferencing**

IBA has two fully equipped video conference rooms (one at each campus) with multiple monitors and digital video camera, which will link you directly to anywhere in the world - at a touch of a panel.- The facility allows ease in communication along with savings in time and travelling expense.

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

Zeeshan Khan (Main Campus)	Asif Ali (City Campus)
<a href="mailto:zkhan@iba.edu.pk">zkhan@iba.edu.pk</a>	<a href="mailto:asifali@iba.edu.pk">asifali@iba.edu.pk</a>
0333-3938864, Ext-2104	0333-2458562, Ext-1119

**Wi-fi**

IBA entered in to an e-revolution by making Wi-Fi facility available in both its campuses and hostels. This provides users with a seamless connection to the corporate network and allows for browsing, presentations and networking around the campus.

Contact information for wi-fi facility at both the campuses is:

Atif Anwer (Main Campus)	Noman Abrar (City Campus)
<a href="mailto:atifkhan@iba.edu.pk">atifkhan@iba.edu.pk</a>	<a href="mailto:nabrar@iba.edu.pk">nabrar@iba.edu.pk</a>
0322-2687376 Ext-2109	0300-2891220 Ext-1123

**IP Telephone**

IP Telephone allows students to make calls between the campuses and hostels free of charge. IP telephone service is also available at the hostels and can be availed at the desks of Security Guard or the Hostel Incharge.

**IBA Radio Channel**

In 2010, the IBA's Web Society launched IBA's very first web radio channel by the name of Radio IBA. The radio has a schedule of live transmissions, programs like "Personality of the Week" and back-to-back quality music. Presenting non-stop infotainment, Radio IBA caters to the needs of all age groups, broadcasting locally as well as globally.

Tune in to Radio IBA at [radio.iba.edu.pk](http://radio.iba.edu.pk) to experience, what the organizers call, "the best that your ears are worth for."

**Electronic Mail**

Each student's account automatically provides the flexibility to send and receive e-mail over the Internet. However, you should take note of the following guidelines in this respect:

- E-mail facilities should be used for beneficial and educational purposes.
- No obscure / illegal communications should take place over the Internet.
- You should not subscribe to external mailing lists, as these tend to generate a high volume of mail.
- You should continuously maintain your mailboxes by removing / filing mail. Mailboxes, which are too large, will result in your storage quota being exhausted. In this respect, the Institute reserves the right to delete excessively large mailboxes.

**Transport Services**

The IBA provides transport facilities for its students at a cost of Rs. 30,000/-per semester. Students wishing to avail this facility should contact the IBA Transport Personnel at extension 2047 for the Main Campus and 1003 for the City Campus.

For your convenience, the bus routes for both Main and City campus have been appended below:

<b>STUDENTS BUS POINT ROUTES FOR IBA MAIN CAMPUS</b>		
<b>Point - A (IBA Hino Bus)</b> <b>Registration No.EB-2245</b> <b>Time:6:45 a.m - 8:15 a.m.</b> <b>1:00 - 2:50 p.m.</b> <b>4:00 - 6:15 p.m.</b> <b>5:30 - 6:30 p.m</b> <b>(Naseer Ahmed, Driver</b>	<b>Point - B (IBA Bus)</b> <b>(Regn. No.GA-6867)</b> <b>Time:6:45 a.m - 8:15 a.m.</b> <b>1:00 - 2:50 p.m.</b> <b>4:00 - 6:15 p.m.</b> <b>5:30 - 6:30 p.m</b> <b>(Abdul Rahim, Driver</b>	<b>Point - C (IBA Coaster)</b> <b>(Registration No.GA-6869)</b> <b>Time:6:45 a.m - 8:15 a.m.</b> <b>1:00 - 2:50 p.m.</b> <b>4:00 - 6:15 p.m.</b> <b>5:30 - 6:30 p.m</b> <b>(M. Jamil, Driver</b>

Cell No.0300-2149520)	Cell No.0322-2955236)	Cell No.0343-2356189)
IBA City Campus, Saddar	City Campus, Saddar	City Campus, Saddar
Metropole, Clifton Bridge	Metro Pole, Clifton Bridge	Mehran Hotel
Schon Circle/Boat Basin	3 Talwar, 2 Talwar	Cantt. Station, Gizri
Abdullah Shah Gazi	Licence Branch Clifton	Gora Kabrustan, Nursery
Defence/Ideal Baker	Abdullah Shah Ghazi	Awami Markaz, Karsaz
Saudi Embassy, Sultan Masjid	Sea View, DHA Phase-VIII	Dal Mian Road
Defence Phase IV, II	Kala Pul, Gora Kabrustan,	Askari Petrol Pump
Hino Chowrangi	FTC Building Nursary, Karsaz, Dalmiyan	Johar More
Baloch Colony Fly Over	Askari Petrol Pump, NIPA	Johar Chowrangi
Shahra-e-Feisal	Safari Park	Safari Park
Askari Petrol Pump	Maskan	Sui Gas Road
NIPA Fly Over/NIPA Sir Syed University/K.U Silver	IBA Main Campus	Maskan/IBA Main Campus
Jubilee Gate, Main Campus		
<b>Point - D (IBA Coaster)</b>  <b>Registration No.</b> <b>JB-0036</b> <b>Time:6:45 a.m - 8:15 a.m.</b> <b>1:00 - 2:50 p.m.</b> <b>5:30 - 6:30 p.m</b> <b>(Sher Ali, Driver</b> <b>(Cell No.0300-212028)</b>	<b>Point - E (IBA Coaster)</b>  <b>Registration No.GS-990-B</b> <b>Time:6:45 a.m - 8:15 a.m</b> <b>5:30 - 6:30 p.m</b> <b>(Parvaiz Masih, Driver</b> <b>Cell No.0341-2638249)</b>	<b>CITY CAMPUS</b> <b>Point - E (IBA Coaster)</b>  <b>Registration No.GS-990-B</b> <b>Time:6:45 a.m - 8:15 a.m</b> <b>1:00 - 2:50 p.m.</b> <b>5:30 - 6:30 p.m</b> <b>(Musawir Shah, Driver</b> <b>Cell No.0333-2169659)</b>
IBA City Campus/Numaish	IBA City Campus	IBA City Campus, Saddar
PECHS/Khalid Bin Walid Road	Gurumandir, Lasbela, Golimar	Metropole, Clifton Bridge 3 Talwar
Medicare Hospital	Nazimabad & North Nazimabad	Dehli Colony, Punjab Chorangi
Better Homes, Liberty	Inquiry Office	Boat Basin, Bilawal Chowrangi
Kashmir Road, Jail Road	Matric Board Office	Abdullah Shah Gazi
LNH, Dohrajee	Husain D'Silva Town	Kh-e-Behria
Aga Khan University	Nusrat Bhutto Colony	Sultan Masjid, Shell Pump
National Stadium	Sakhi Hassan, Nagan Chowrangi UP More	Kh-e-Itehad
Hassan Square	Five Star, Tahir Vila, Cafe Piala	Kala Pul, Gora Kabrustan,
Sir Syed University	Ayesha Manzil, Mukka Chowk	Five Star Chowrangi
NIPA, Safari Park	Azizabad, Gulshan 13-D/1	Saddar
Maskan, Main Campus	Gulshan Roundabout/Main Camp	IBA City Campus, Saddar

### Shuttle Service between Main and City Campus

Timings of shuttle service between the Main Campus and City Campus w.e.f August 19, 2016 – December 29, 2016 are promulgated as under please. In order to streamline and economize the use of vehicles standing schedule is being issued as under for daily occurring duties/shuttle for students /faculty/ staff and delivery of mail. Students are informed that IBA bus card holders may avail the pick & drop facility of shuttle en-route from Main to City Campus or City to Main Campus. (Other than this there will be no stop between Main to City or City to Main Campus).

Departure Timings From Main/Girls/Boys Hotels	Departure Timings From <u>City Campus</u>
<b>(Mir Ali, Driver, Driver (0344-2816663))</b> Girls Hostel 07:40 a.m. Main Campus 07:45 a.m. Boys Hostel 07:50 a.m.	City Campus 1:45pm  <b><u>Friday</u></b> <b>City Campus 01:00</b>  <b>(Mir Ali, Driver, 0344-2816663)</b>
<b>(Hafeezullah, Driver (0321-3892435))</b>  <b><u>Friday</u></b> Girls Hostel 1:25 p.m. 01:00 pm Main Campus 1:30 p.m. 01:05 pm Boys Hostel 1:35 p.m. 01:10 pm	City Campus 5:30 p.m.  <b>(Hafeezullah, Driver (0321-3892435))</b>
<b>(Mir Ali, Driver, Driver (0344-2816663))</b>  Girls Hostel 05:25 p.m. Main Campus 05:30 p.m. Boys Hostel 05:35 p.m.	City Campus 9:00 p.m. <b><u>Tuesday &amp; Friday</u></b> City Campus 9:35 p.m.  <b>(Mir Ali, Driver, Driver (0344-2816663))</b>

For any further information please contact to Mr. Kazi M. Mazhar uddin, Assistant Manager Transport Mobile No 0333-3753147, Ext.2047

### Emergency Medical Services

Arrangements have made for Emergency medical treatment for IBA students can be provided at the following hospitals:

1. Orthopedic & Medical Institute (Pvt) Limited. (OMI Hospital)
2. Ibn-e-Seena Hospital - St 22/B-6, University Road, Gulshan-e-Iqbal, Karachi.

In case of emergency treatment required by a student, an identification letter from the IBA administration office will be required to avail medical services from the abovementioned hospitals.

It should be noted that the above arrangements are expressly for emergency medical treatment for the students and do not cover hospitalization, OPD or any other regular medical services.

### **Evacuation & Accidents**

The IBA has Help Desk Extensions for the benefit of its students in case of unforeseen mishaps. Should a fire alarm or any other accident take place, call these Help Desks extensions:

2465 (Security Manager) and at 2020 (Manager Administration) for the Administration Block. For City Campus, Help Desk extension is 1461 for Security and 1008 for (Manager Administration).

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

If and when you hear the siren

1. Leave the building by the nearest exit.
2. Report to the assembly points and record your attendance.
3. Remain at this point until the all clear is given.
4. DO NOT re-enter the building until the all clear is given.

If you are in a class when the alarm sounds, your lecturer will take a roll call at the assembly point.

Report any accident or ill health to a member of staff, or if possible, call the Help Desk extensions mentioned above.



## HOSTELS

### **Accommodation**

The IBA (Main Campus) provides accommodation facilities for its students outside Karachi and from abroad. The charges in Fall 2016 for hostel accommodation are Rs. 55,000/- per semester, with an additional Rs. 1,000/- (refundable) for security deposit for new students only. This does not include meal charges and other ancillary expenses.

The twin IBA Boys' Hostels have 216 single rooms, 7 twin rooms and 9 dormitories, and can accommodate up to 250 male students. They also provide a number of facilities to its occupants like indoor and outdoor game facilities; lounges are equipped with LCD TV screen and satellite decoder. Wi-fi facility and high-speed internet service is available in the hostel.

The IBA also provides hostel facilities for female students; the IBA Girls' Hostel has 64 double rooms that can accommodate around 128 female students.

Residents are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.

Vandalism is a very serious offence. Residents found guilty of committing such an offence can be evicted from the hostel.

In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the Hostel Warden.

### **Upkeep**

Residents are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy at all times. All fans, lights and electrical appliances must be switched off when not in use.

Common hostel furniture must not be moved without the permission of the Hostel Warden.

Any damage to the hostel property must be reported immediately to the hostel staff. Hostel resident will be charged for all damages except damages caused by normal wear and tear.

Hostel residents are not allowed to keep soiled clothes or put shoes outside of the room.

The hostel management reserves the right to make spot checks on the hostel and rooms without prior notice to the residents.

Maintenance Staff or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Warden/ Superintendent. However, every effort will be made to respect the privacy and dignity of the residents.

The hostel management reserves the right to move residents to other hostel units if there is a necessity.

The below mentioned actions may lead to expulsion from the Hostel:

- Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- Violation of public morals such as use of indecent and filthy language, undesirable remarks and gestures.
- Tampering with machinery or unauthorized use of hostel facilities.
- Aiding, abetting in facilitating trespass in the hostel by an unauthorized person under any circumstances.
- Acts involving moral turpitude or cognizable offences.
- Defiance of authority and breach of discipline.
- Acts like abusing, quarreling, use of force and insolence towards others.
- Indulgence in acts, which may cause insult or physical injury to the students, faculty, staff of the institute, or any other person.
- Spreading by word of mouth or written material, religious, sectarian, ethnic regional or linguistic conflicts/ hatred.
- Damaging any institute property, including buildings and equipment.
- Sale, distribution or consumption of intoxicants in the institute campus including hostels.

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- Obstructing the functioning of the hostel staff or causing disruption of peaceful atmosphere and other activities in the hostels.
- Providing shelter to illegal/unauthorized occupants in the hostel.

Hostel residents are required to pay their rental in advance. The rental is paid on a semester basis and must be paid at least 15 days before the beginning of each semester.

Admission to the hostel cannot be claimed as a matter of right.

Hostel residents are required to carry their I.D card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.

Residents are not permitted to sleep anywhere other than in their own room. Sleeping & smoking in the T.V. lounge/ Common room is strictly prohibited, strict disciplinary action shall be taken against the violators.

Any resident, who finds their room-mate missing for more than 24 hours, must report to the Hostel Warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place. Your cooperation is very much appreciated.

Residents should ensure that persons visiting them fill in the necessary particulars in the visitor's book.

Pets are not allowed in the hostel complex.

Use of electric iron in room is not allowed in case of non-compliance the iron will be confiscated and fine imposed on resident.

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the resident informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

Students are advised to follow all the hostel rules formulated by the hostel administration. Violation of rules shall be penalized by fines, suspensions or dismissal from the hostel in accordance with the nature of the offence

For further information regarding the IBA Hostels, please contact Mr. Jami Moiz (Superintendent Boys' Hostel, Ext: 2649) and Ms. Mahreen Nazar (Superintendent Girls' Hostel, Ext: 2603).

## **Hostel Regulations**

During your stay at the IBA Hostel, you will be required to abide by certain regulations, failing which you risk expulsion both from the Hostel and the Institute. For this purpose, Hostel residents are to be aware of the following Hostel regulations:

1. Residents shall be under the disciplinary control of the Superintendent.
2. Residents shall sign a receipt of Hostel property in their rooms and shall be responsible for any loss or damage.
3. Residents are not allowed to change their rooms of their own accord, or allow a guest to stay overnight with them. However, with prior permission in writing from the Superintendent / Registrar, a guest could stay for a maximum period of three days. A resident shall not avail himself of this facility more than twice in a semester.
4. Residents shall not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures anywhere in the Hostel without prior approval of the Hostel Superintendent / Registrar. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
5. Residents should not disturb their fellow residents by playing radio, music players or any such instruments at a high volume, or cause others discomfort. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Televisions provided in the common rooms must be switched off or volume toned down after 10:00 pm. Silence hour should be maintained strictly after 10:00 p.m. in the Hostel so that residents can devote their time to studies. These rules are intended to ensure a conducive environment for all residents.
6. No societies shall be formed and no meetings shall be held within the premises of the Hostel. Parties or social gatherings in the hostel complex are not permitted without the prior and written consent of the Superintendent IBA Boys Hostel.
7. Residents are not allowed to give tips or make any other kind of payment to the sanitary staff, bearer, or any other employee of the Hostel.
8. Residents are not allowed to use electrical appliances, except a P.C., without prior permission of the Superintendent. When permission has been granted, they will be required to pay extra charges for the same including utility charges.

9. Residents are advised in their own interest not to keep expensive articles or valuables in their rooms. Residents are themselves responsible for the security of their personal belongings. Residents are advised to lock all doors at all times for security reasons. The hostel management is not responsible for any loss of private property. Residents are strongly advised to lock all their valuables e.g. mobile phones, laptop, watches, money, etc. at all times.
10. Hostel residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession. Infringement shall be severely dealt with. Hostel residents who are found in possession of arms / weapons and intoxicants or in intoxicated condition will be expelled from the hostel. In this regard Hostel Management reserves the right of random medical checkup of suspected residents.
11. Residents committing serious offences such as violation of the rules and regulations of the Hostel, holding meetings or collection of subscription without prior approval of the Superintendent and non-payment of dues shall be subjected to disciplinary action, extending up to expulsion from the Hostel / IBA depending upon the seriousness of the crime.
12. Residents should leave the Hostel within one week after the declaration of their last examination results and report their departure to the Warden /Superintendent.
13. Residents shall be under obligation to conform to all the rules and regulations that may be enforced in the Hostel from time to time.
14. All residents should be in the Hostel by 11:00 p.m every night and are not allowed to leave the hostel before 6:00 am. Residents wishing to stay outside the Hostel (from 10:30 p.m. to 7:00 a.m.) may write the necessary particulars in the Overnight Stay Register if they so desire. A suitable fine will be imposed on residents coming late.
15. Female visitors shall be received only in the office of the Warden and under no circumstances will female visitors be allowed to enter individual rooms / common user spaces.
16. All residents should ensure that the persons visiting them fill in the necessary particulars in the Visitors' Book. No private parties or functions can be arranged by individuals or groups without the prior permission of the Hostel Superintendent.
17. Residents are requested not to enter into any conflict with the employees of the Hostel. The complaints against the Hostel staff should be brought to the notice of the Hostel Warden / Superintendent.

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18. No resident(s) shall be allowed to take any crockery into their room without prior permission of the Mess Manager (Hostel Executive Committee).
19. No resident shall open the door of another resident's room without their permission.
20. All cases of illness should be immediately reported to the Hostel Warden, who shall make necessary arrangements for medical help.
21. Residents found indulging in horse play, ragging, any form of political activity or indecent conduct will be reported to the Discipline Committee for award of penalty according to the nature of the offence.

## PERSONAL & INSTITUTIONAL SECURITY

‘Security’ has become a subject of immense importance and concern at both personal and institutional level. Various measures have been taken to improve the quality of surveillance and make physical security measures more effective at both campuses; these include installation of CCTV cameras, walk through gates, metal detectors, barriers, speed breakers and increased emphasis on personal ID card systems. Notwithstanding the availability of these physical measures, it is now beyond doubt that the effectiveness of the security systems is dependent on the whole hearted response and sense of responsibility displayed by the members of the IBA community at large. We have to adopt a proactive, vigilant and watchful approach with our eyes and ears open all the time and join in the efforts to secure the surroundings we move in, the vehicles we use for our transportation and the places we use as a community.

### General Safety Tips

1. Restrict your movement to bare essential requirements
2. Before embarking on any journey/movement ascertain prevailing security situation from local TV news channels.
3. Keep in touch with your family members/ colleagues at office using mobile phones.
4. Report any suspicious activity and remain vigilant at all times
5. No adventurism is recommended in the present security situation
6. Please immediately inform the Security staff and convey any security breach or suspicious activity.
7. Avoid crowded and congested places.
8. Do not set patterns. Use different routine randomly.
9. USE MAIN ROADS AND AVOID:-
10. Badly lit areas.
11. Quiet residential isolated areas.
12. Single lane road where possible.
13. Preferably use a trusted driver.
14. Do not divulge your travel plan to driver until last moment.
15. Driver should not sit in the car when parked.
16. Use tracker device for car and self.
17. WHEN IN VEHICLE

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- Preferably keep two wallets.
- Keep an additional cheaper phone (the other being on silent)
- Do not use Mobile Phone while in the car.
- Keep a watch to ensure no one is following you.
- At traffic light, stop in the central lane.
- Do not talk about money or jewelry in front of drivers or domestic staff.
- Keep Laptops and/ or other valuables in the trunk of your car.
  
- Use removable vehicle window sunshades
  - Keep the surroundings of your house well lit

18. Keep low profile.

19. Maintain regular situational awareness

20. LOOK AHEAD

a. When driving and walking, look ahead and be aware of situation that may cause you to slow down or stop. If suspicious, avoid getting into that situation. At night do not give away

to a suspicious vehicle if he honks or flashes his headlights from behind to corner you.

b. When driving lock your doors and leave enough distance from the car in front, so that in

case the front car stop/block you, there is enough space for you to get away.

c. Whenever possible, stay on fast moving traffic lanes

d. If anybody blocks your road. Try to choose an exit point even if it means damaging your

car to escape the blockade.

21. LOOK BEHIND

When driving and walking be aware of who is following you, if suspicious, stay calm and ahead for the nearest safe haven such as police/military/navy, barracks busy areas etc. Try to lose them and never approach your house or your friends. If being drive fast and be alert. Watch your review mirror at all time.



22. If possible tell someone where you are going and let them know your program/schedule. Avoid quiet, early mornings.

### 23. VEHICLE SECURITY

- a. Install Vehicle Alarm system. The latest Satellite Vehicle Tracking system not only secures your Vehicle, but cares for the security and safety of your family.
- b. When approaching a parked car, kindly ensure that no suspicious person/s is around.
- c. Do not leave any children inside the parked cars. Avoid sitting in the vehicle at roadside or shopping centers.
- d. Instruct drivers to park the car at a prominent place, look it and stand from the car while waiting for you to return.

### **Safety & Security Measures to be adopted**

- a. All students are responsible for the safety of their personal belongings in the halls of study, campus and hostel. IBA is not responsible for any loss, damage or 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, daily wagers, whether regular or on contract, to wear IBA identity cards while on duty. These cards will be prepared by the Program Offices to ensure that only authorized staff are on IBA premises at all times, all employees are required to keep the ID card on their person, display it while entering into the IBA premises and continue wear it during their duty timings. IBA security staff on duty is authorized to request any person entering IBA to prove / show their identity and wear IBA identity card around their neck or hang it with their shirt pocket etc.
- c. Willfully comply with instructions on Vehicle Security. Avoid leaving vehicles un- attended and do not offer lift to unknown persons. Obtain valid vehicle pass and display sticker for entry into IBA premises. Plan your arrival / departure and allow time for inspection of vehicles at IBA entry points. Unchecked / Unauthorized entry of vehicles is a grave danger to security. Inspect your vehicle regularly and ensure that the vehicle is not carrying any contraband material. Before leaving, lock your vehicle. If you are accompanied by passengers, let them prove their identity. Finally, remember vehicles are always parked at 'Owners Risk'
- d. Report presence in your surroundings of any unusual objects or persons. Security is a collective effort: timely reporting of unidentified objects will improve response and prevent occurrence of untoward incidents.

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- e. Avoid overcrowding in utility spaces, cafeteria vending point's counters of refreshments etc. Miscreants utilize disorder and large assembly of persons to their advantage.
- f. Carefully, meticulously plan and execute security arrangements details at functions of Societies, Clubs and related functions such as concerts, fairs, melas and other get-together. Avoid late night functions.
- g. Filter terrorizing messages and confirm their validity before informing others. In all cases report the same to the security staff, law and enforcement agencies.
- h. Don't leave your personal belongings e.g. bags etc un-attended.
- i. Provide information in advance of any personal guests/visitors. Security staff must be informed well in advance of the arrival of guests / visitors including providing of vehicle registration numbers in cases where vehicles are required to enter IBA premises.
- j. Avoid staying in the campus beyond Sunset unless required for classes or library use.
- 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 inflammable material, drugs etc in the campus.
- l. Be careful with your cell phones. Do not respond or receive any unknown
- m. missed call/ call. Usage of cell phones in classrooms and library is forbidden.
- n. Visualize the emergency situations and prepare contingency plans. This must be done at both organizational and personal level. Emergencies may occur at any time despite all preparations / precautions. Contingency plans help in restricting the damage and save precious time and resources.
- o. Don't leave your cell phones and laptops unattended for charging at any place including cell phone charging booth.
- p. Colored photograph of IBA identity card is not allowed.
- q. Use of barrier pass on a vehicle with a different registration number is not allowed. Please obtain fresh barrier pass when you change your vehicle.

### **Pedestrian Safety**

It is important to be careful when you are a pedestrian, especially on the road.

Here are some useful tips when walking:

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- Cross at marked crosswalks or traffic lights, not in the middle of the block or between parked cars.
- Make sure drivers see you before you cross.
- Be alert at intersections. Cross when traffic has come to a complete stop.
- At traffic light, cross at the beginning of a green light. Never cross on a red light.
- Watch for traffic turning at intersections or when entering and leaving driveways.
- Take plenty of time to look around for traffic before you step out, and listen carefully in case a vehicle is coming that you can't see from where you're standing.

### Rider Safety

When you have to choose a means of transport, you must take care to keep in mind the following points:

- Ride safe
- Avoid overcrowded and top-heavy buses, minivans, and taxis.
- Avoid riding with drivers who appear over-tired, irrational, or distracted.
- Always plan your travel time - most accidents take place when you are in hurry or running late.

### Car Sticker Policy and (SOP) Vehicle access to IBA

- Car stickers are issued to only 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. Request if any for additional sticker will be processed through the office of the registrar and will be approved in exceptional cases only
- Parking of vehicle inside IBA premises would be allowed only during the period when the individual is physically present in IBA.

- The validity of the Car Sticker will be for a maximum period of one year.
- 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 wheeler as the case may be.
- Due to ongoing construction works at both campuses and the paucity of space at especially City Campus parking, availability of car parking space cannot be guaranteed for every vehicle issued with IBA sticker. It would therefore be on first come first serve basis. Whenever the designated parking lots at City Campus gets filled a notice mentioning “PARKING FULL” will be displayed at the entrance gate & complete cooperation would be expected from the respective individuals.
- All stickers’ holders are required to follow traffic rules and cooperate with KU security, IBA security and Rangers / Police authority for their own safety & comfort while entering in KU / IBA premises as well as City Campus.
- Any violation of instructions or incidence of misuse of the privilege of possessing a car sticker may lead to cancellation of the sticker.
- The checking procedure from Muskan gate till parking of vehicle at Student Centre parking takes 15 minutes approximately. It includes vehicle search at the barrier, parking etc. You are therefore requested to keep that time cushion in mind before leaving for IBA Main Campus.
- Possession of IBA sticker does not excuse the holder from being asked by security / gate staff to prove his / her identity if required by security staff / law enforcement agency personal on duty.
- Carpooling /ride sharing is a good practice. However, only car with student driver is allowed to enter through gate 4. Passengers should be dropped off for entry through gate ‘1’ for entering into the campus. The vehicle must stop at the barrier for security check and follow instructions of the security staff and are requested to follow the specified route assigned.
- Vehicle should not be accelerated beyond 15 to 20 km/h

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- Cars with tinted glasses are not allowed to enter the campus. If your car has tinted glasses, lower the windows so that the guard can see inside.
- 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 Muskan gate. To avoid any embarrassment / argument sticker holders are requested to brief their chauffeurs of the same in advance.
- Please refrain from playing music in your vehicle inside the campus. Park your vehicle in an orderly fashion so that it should not block the way of other vehicles.
- Vehicle with luggage including but not limited to boxes, bags etc are not allowed to enter in campus.
- Plot outside Main Campus gate has been declared a NO PARKING ZONE. Please don't try to park your vehicles there. No parking signs are posted at the location. Please inform your drivers not to park vehicles there. Moreover, U TURNING OF
- VEHICLES IS PROHIBITED IN FRONT OF MAIN CAMPUS. Ask your drivers to move towards Pharmacy Chowk for U turning.
- Vehicle owners are to properly secure their vehicles with dual lock system etc. Better to have your vehicle insured.
- All parking to be manned by security during working hours only and it shall be made at entirely owner risk. IBA Karachi does not accept any responsibility in case of any theft, lost or what so ever.

### **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 in 3 working days.
3. Bring following documents at the time of sticker collection.
  - a. Copy NIC
  - b. Copy Driving license
  - c. Copy IBA identity card / current fee deposit slip
  - d. 2 x photographs 1x1 in case of motor bike pass.
  - e. Authority letter (incase vehicle is on leasing / bank name)
4. Stickers can be collected from:-
  - a. For main campus, security office located at ground floor room no 7, fauji foundation Building. UAN No 111-422-422 extension # 2467
  - b. For city campus, security office located near entrance. UAN No 111-422-422 extension # 1468
5. Rs 100 will be charged in fee voucher per sticker
6. As per the instructions issued by KU officials and limited parking space, student will be issued with one sticker only.

### **PARKING SPACE FOR STUDENTS & NO PARKING ZONE GOOGLE IMAGERY**



## STUDENT COUNCIL & SOCIETIES

### **THE IBA STUDENT COUNCIL (ISC)**

#### **Composition**

The IBA-wide Students Council (ISC) will comprise of the following five members to be elected by all IBA students (except Evening Program students):

- Vice President (Vice President)
- General Secretary (GS)
- Treasurer (TR)
- Campus Coordinator (Main Campus)
- Campus Coordinator (City Campus)

#### **Responsibilities**

The Dean & Director IBA will be the ex-officio President of the ISC. He will be assisted by the Student Counselor (SC) under whose overall guidance the members will:

- Prepare a Calendar of Events (CoE) for the whole year.
- Prepare the annual budget for all the activities to be undertaken including the projected sponsorships and get the concurrence of the Director Finance.
- Present the COE and annual budget to the Director IBA and get approval within 3 weeks of commencement of the Fall Semester.
- Organize all social functions such as annual dinners, picnics, excursions, social get together
- Allocate the budgets for the activities and release the tranches to concerned office bearers.
- Guide, help, supervise and facilitate the activities of the student societies.
- Carry out other activities as designated by the President of the council from time to time.

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- Ensure adherence by all concerned of the IBA Code of Conduct and display highest standards of probity, integrity, impartiality and service while performing their duties.
- Get the expenses audited the same year.

## **THE STUDENTS SOCIETIES AND CLUBS**

### **Composition**

The Student Societies at IBA are formed in three distinct clusters, namely the (Co-Curricular activities cluster), the (Extra-Curricular activities cluster), and the (Service Activities cluster). Each society will have twelve office bearers – a Manager, assistant manager, two Coordinators, a Treasurer and seven members of Executive Council. Membership of these societies will be open to all students enrolled at IBA. The elections of the office bearers will be open to the regular students of the morning programs as active members of each society who will enroll themselves in the first week of September. Each student can be an active member of maximum three societies. Students on probation, those having a CGPA of 2.5 or below, and those undergraduates who are in first or second semester will not be eligible to contest the elections. Each society will have a faculty member as Patron. The elections of the office bearers of each society will be held under the Chairmanship of the Patron. The tenure of the office bearers will be of one year. Each society will have the following twelve office bearers working under the overall guidance of the Patron:

- Manager
- Assistant Manager
- Two Coordinators (1 for each campus)
- Treasurer
- Seven members of the Executive Council

### **The Executive Council**

All the Eleven office bearers will form the Executive Council of the Society. The Executive Council of each society will prepare their annual work plan and the budget associated with it, under the guidance of the Patron. Each society, at the time of submission of the budget, should indicate (a) what are going to be the events of the society in the year (b) the estimated amount to be generated through sponsorship (c) the amount needed from IBA.



**Job Descriptions****A. The Patron**

The role of the patron is to encourage the office bearers and members of the respective club / society developing their managerial, social and team work skills. The patron's duties and responsibilities and level of involvement in the respective club / society activities are to be in accordance with the patron's individual level of interest, however, as a minimum they include but are not limited to the following:

- Supervise the conduct of the election of office bearers.
- Address the office bearers and members of the society / club at least once per semester; usually in September and January.
- To provide knowledge, experience, networking, advice, leadership and guidance to the Office bearers in the preparation of the calendar of events to be conducted.
- Monitor progress for the planned events, particularly in regards to the arranging of sponsorships.
- Exercise hands on role during the execution of the activities/ events. Uphold, and be accountable to the Dean for orderly management of events and economical spending of the resources and funds made
- available to the society / club.
- Be available to preside at ceremonial events such as openings, awards presentations and
- Ensure that club / society disciplinary matters are dealt with appropriately.
- Ensure that the financial guidelines are complied by the office bearers.

**B. Office Bearers of IBA Societies/Clubs****Manager:**

The Manager acts as the overall head of society and is responsible for the overall running of the society events and its success. One of the manager's most important roles is organization and coordination of all activities of the club. The role of the manager is to:

<https://ir.iba.edu.pk/student-handbooks/5>

- Decide about the mega event of the society, its logistics, and its budget.
- Plan and outline the events and conferences to be conducted and organized by the society, book the venue, prepare the calendar of events get it approved from the Patron and disseminate to the Administration, Finance Departments and Student Councilor.
- Acquaint each member of the committee with its function, responsibility, and duties
- Conduct interviews, form a management team for individual events, divide the team into different departments and assign heads to each department.
- Maintain personal contact with the patron and keep him informed of the important developments.
- Play a lead role in organizing events and managing all the teams working in different departments.
- Arrange sponsorships from the corporate sector and deal directly with the clients associated with the society events.
- Prepare a closing report at the end of the tenure and submit it to the patron to ensure the sustainability of the society
- Work in equivalence with the team members and welcome all suggestions, ideas, and opinions.
- Brief the patron /office bearers with the standard operating procedures and ensure compliance with the financial guidelines for organizing various events.
- The Manager should ensure that report on each event duly approved by the Patron, should be described and documented on the IBA Web / portal reports section within two days from the closure of event.

### **Assistant Manager:**

The Assistant Manager is responsible for facilitating the manager in his/her tasks and responsibilities along with other society members to run the society. The AM may demonstrate exceptional leadership qualities in ensuring the harmony of the panel maintained at all times. He or she may;

Ensure that the operations of the society are running smoothly; Plan duties needed to be carried by other members of the society;

Monitor and direct the team into carrying out their jobs effectively. Look after decisions if the manager is away, with the consent of the whole team.

### **Campus Coordinators:**

The coordinator is responsible for directing, organizing and controlling project activities, with the consultation of the manager, including collaboration with the sponsors and other teams / societies. They are to be the focal persons for dissemination of information and coordination with the members of the society / clubs in the concerned campus. Campus coordinators must:

- Confirm booking of venue and prepare the same for the respective event.
- Attend meetings and assist the society members with determination to fulfill the society's project requirements.
- Assist the Manager in the drafting of project proposals. Communicate ideas to the group for improving society processes with a positive and constructive attitude.
- Take responsibility for the day to day coordination of planning and executive support, across all programs and operations of the society.
- Market the event in their respective campuses.
- Conduct meetings on behalf of the Manager in their respective campuses to plan and execute various events.
- Receive account for stock and distribute all promotional material provided by the Sponsors.

### **Treasurer:**

The role of the Treasurer is to act as the Chief Financial Officer of the Society and maintain track of all financial transactions and source documents. The treasurer will exercise overall control on the preparation of the society budget and prepare event wise plan for funding, pre-audit and expenditure of the funds for the respective event. Most importantly this person must act ethically and make sure all team members are following the financial guidelines regarding procurement, funding and sponsorships arrangements. The specific duties of the treasurer include:

- Ensure that all provisions and rules given in the Financial Guidelines for Societies / Clubs are being complied.
- Scrutinize the sponsorship proposals / MOU's, receipts and expenditures.

- Preparing RFQ and obtaining proper quotations for goods and services made available to societies.
- Keep track of all the receipts and expenditures, and ensuring that the total expenditure on society events does not exceed the allocated budget.
- Preparing and presenting the society's budget and financial position. Providing an end of year financial statement and bank reconciliation statements.
- Coordinating with Finance department and ensuring that payments for goods, services, and facilities utilized by the society are made on time and receipts obtained.
- Compile and send details

### **Event Coordinator (EC):**

The event coordinator is selected for each event from amongst members of the executive council. He / She is the gatekeeper for the manager of the society / club and may be assigned the following duties:

- Coordinating and facilitating the activities of a particular event / activity.
- Allocating duties to individual members of the society / club pertaining to the conduct of an individual event.
- Developing and distributing the promotional material related to a particular event.
- Ensuring the orderly sale of tickets and entry, assembly, and proper conduct of participants in an event.
- Performing other assignments and tasks as determined by the manager.

## **Financial Guidelines for Students Societies, Clubs & ISC**

### **Objective**

1. To facilitate the Students' Societies in conducting their financial affairs in an organized manner and within available financial resources.
2. To brief the office bearers / patrons with the Standard operating procedures and guidelines for organizing various events.

### **Financing and Budget:-**

- a) A contribution to finance student activities shall be made, at the time of fee payment, by every regular student at an amount approved in the IBA Budget.
- b) There shall be a dedicated bank account in the name of "IBA Students' Societies" and the total funds contribution will be transferred to said bank account upon finalization of list of enrolled students.
- c) No refunds are made to students leaving IBA on account of contributions for students' activities once the funds are transferred to dedicated bank account.
- d) The members of the societies may generate sponsorships, sell the event tickets, make additional contributions, etc. The funds will be generated in the name of IBA Karachi only, via a crossed cheque. The cheque will be deposited immediately in the designated bank account for student societies.
- e) Each society, at the time of submission of the budget, should indicate
  - i. The estimated amount to be generated through sponsorship, etc.
  - ii. The amount needed from IBA.
- f) The Budget shall be allocated to Students' Societies by the Dean / Director IBA.
- g) The funds allocated to the student society shall only be utilized for purpose / event for which it is approved.
- h) Extra incentive amount will be given to those societies/clubs at the time of budget allocation that plan to arrange joint/ combined event(s).

- i) The excess amount of sponsorship or ticket money raised during the year will be carried forward to the next year. The remaining balance of budget contribution from IBA will lapse at the end of the year and credited to Student Welfare Fund.
- j) The societies/clubs will be allowed to transfer their own budget to other society/club for organizing joint/combined events. All other such requests will be submitted to the Budget Allocation Committee headed by the Dean and Director.

### **Calendar of Events**

- a) There shall be a calendar of events, prepared by the ISC members, in coordination with the students' societies.
- b) The calendar of events shall be approved by the Students' Counselor.

### **Financial Proposal**

- a) For each planned event, there shall be proposal approved by the Patron.
- b) The proposal shall be supported with planned funding and expenditure statement for control purposes.
- c) The statement shall clearly indicate the funding of events i.e. whether to be financed from allocated budget, sponsorships or both.
- d) To avoid emergency situations, complete proposal shall be submitted to the Finance Department as follows:
 

○ Up to Rs.100,000/-	-	At least five working days earlier
○ Above Rs.100,000/-	-	At least ten working days earlier

### **Sponsorships Management**

- a) MOU for sponsorships must be approved and signed only by the Patron of the Society / club.
- b) Each society shall make maximum efforts in arranging sponsorships as per the approved budget plan.
- c) The sponsorships / contributions from organizations shall be received via a crossed cheque in the name of IBA, Karachi.
- d) The cheque shall be accompanied with a letter from the donor / sponsor indicating the title of sponsored event along with the sponsorship requirements.

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- e) The office bearers shall be held responsible for complying with the sponsorship requirements.
- f) The sponsorship shall preferably be received in advance of the event.
- g) The payments for sponsored events could only be made once the sponsorship amount is received.

### **Tickets Selling**

- a) Each society shall ensure the event is organized within the approved budget / sponsorships arranged by them.
- b) When the sale of tickets for any event is planned, its proposal shall include proper reasoning about the ticket selling.
- c) The format of the ticket, its required quality along with the selected serial numbers and the duration of sale shall be approved by the Patron.
- d) The work order issued to the printer shall indicate the sequence numbers.
- e) The work order shall also necessitate keeping the ticket format 'Confidential'.
- f) All the tickets shall be sequentially numbered.
- g) Before selling the tickets, all the tickets shall, either be signed, or stamped by the Finance Executive – Students' Societies for its validation.
- h) The sale of tickets shall be made by the office bearers authorized by the Patron.
- i) The Cash Received from the sale of tickets shall be deposited in the designated bank account of Students' Societies immediately by the office bearers, i.e. either at the end of the same day or the next working day.
- j) The original deposit slip shall be deposited with the finance department. It is suggested to retain a photocopy of the deposit slips for final reconciliation.
- k) Once the ticket sale duration is over, the unused tickets shall be cancelled and then submitted to the Finance department and duly reconciled, preferably on the next working day.
- l) The Finance department representative will assist the office bearers in spot checking of the tickets at the entry gate of the event.

### **Incurrence of Expenditures**

- a) There will be a list of prequalified vendors for Printing, Catering and other major expense items common to all the societies.
- b) Procurement will be made only through these vendors on the basis of lowest cost and best quality.
- c) Exceptions will be allowed in extreme cases with the prior approval of patron & Finance Dept, only when the quoted prices are lower than those submitted by the prequalified vendors.
- d) Specific additional approval from the Dean and Director is required in case of fund allocation by any society/club to the student for going abroad for attending conference. Further, if any society/club sponsors the student(s) to attend any conference/workshops/seminars within the country the objective of such conference should be in line with the society's/club's objectives.

### **Expense more than Rs.5,000 /-**

- a) The market cost comparison shall be arranged for such expenditures above Rs.5,000/-.
- b) For this purpose, the request for quotations (RFQ) shall be sent to the prequalified vendors or to the open market in case the prequalification of such vendors is not done.
- c) The RFQ shall be comprehensive to meet the exact requirement.
- d) Three GENUINE Quotations shall be arranged. Fake quotations will not be accepted.
- e) The market cost comparison statement shall be prepared.
- f) The lowest vendor shall be selected, if not, the work / purchase order shall indicate the JUSTIFIED reasons for not selecting the lowest vendor.
- g) The comparative cost statement and the work/purchase order, as per the prescribed formats, shall be signed by:
  - i. the Patron (or by the Students' Counselor in case of ISC),
  - ii. the Manager of the Society (or by the Vice President in case of ISC)



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- iii. the Treasurer
  - iv. the Finance Department (for pre-audit and funds allocation)
- h) The work / purchase order will be followed after the above, with signature of the below:
- i. the Patron (or by the Students' Counselor in case of ISC),
  - ii. the Manager of the Society (or by the Vice President in case of ISC)
  - iii. the Finance Department representative

### **For Contracts**

For hiring ALL CONTRACTUAL services, including musical band a comprehensive contract, including the disciplinary clause, should be signed between IBA and contractor / musical band before hiring services for any student society event. Further, the contractor / musical band should be hired after having brief discussion with the knowledgeable persons in the musical field.

### **For Petty Cash Expenses**

- a) Request for an advance against petty cash expenses shall be signed by the Patron (or by the Students' Counselor in case of ISC).
- b) The ADVANCE shall be disbursed in the name of Patron ONLY.
- c) Such request shall be made at least five working days before the requirement.
- d) It shall contain the list of expenses for which advance request has been made.
- e) The IBA transport / communication facilities required to arrange the event shall be approved by the Patron. No reimbursement / adjustment will be allowed for such expenses.
- f) The office bearers shall be responsible for the timely adjustment (within one week from the date of event) of advance issued against expenses.
- g) Such adjustment will be made by submitting proper receipts along with the statement signed by the Patron (or by the Students' Counselor in case of ISC).

### **Payment Mechanism**

- a) All payment requests for expenditures shall be approved jointly by the Patron (or by the Students' Counselor in case of ISC), the Manager of that Society (or by the Vice President in case of ISC) and the Treasurer.
- b) The total of such payment requests for a particular event shall be within the budget approved for such event.
- c) Utmost efforts shall be made to make all payments directly to the supplier via a crossed cheque.
- d) In case of petty items or where cheque payments cannot be made, advance for such petty purchases will be issued to the patrons (with his / her consent).
- e) The advance disbursement will be subject to adjustment against production of receipts / supports of expenses.
- f) Payment request shall indicate that the work / procurement has been completed / made satisfactorily.
- g) The payment request shall be accompanied with the following documents:-
  - i. Invoice from the Supplier with contact details (where applicable GST invoice must also obtained)
  - ii. Work / Payment Order signed by the Patron (or by the Students' Counselor in case of ISC)
  - iii. Three quotations along with comparative summary
- h) It is the responsibility of the office bearers to submit the documents for payment on time for timely payments to the vendors.
- i) Upon receipt of complete documentation (including sponsorship receipt, where applicable), the payment shall be released within five working days by the Finance department.
- j) In case of any noncompliance from these financial guidelines the office bearers should be responsible to regularize it by the Patron and

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by giving proper justifications. If these justifications are reasonable ONLY then the payment will be released.

- k) In case of any gross financial irregularity with respect to these guidelines like fake quotation(s), etc. presented with any payment the case will be forwarded and reported to the Director IBA. The Director instructions will be followed in all such cases.

### **Event Report**

Each event should be described and documented on the portal immediately within 2 days. Those who fail to meet this will not be allowed to draw their budget.

### **Closure of the Event**

- a) Upon completion of the event, the Treasurer is required to close that event by submitting receipts and expenditure statement on actual basis.
- b) Such statement shall indicate savings and approved by the Patron (or by the Students' Counselor in case of ISC).

### **Financial Advisory / Audit:-**

- a) Director Finance will act as the Financial Adviser to the Students' Societies / ISC and will advise and guide them in their financial matters according to the procedures laid out.
- b) The accounts of the Students' Societies shall be maintained in the manner prescribed in the basic financial guidelines as mentioned above.
- c) Director Finance will get the expenses audited along with audit of IBA's Accounts.

#### **Finance Department**

Supervisory Officer: Mr. Moeid Sultan, Director Finance  
Office: Fauji Foundation Building (Main Campus): Tel: 38104700-01 Ext: 2300  
E-mail: [msultan@iba.edu.pk](mailto:msultan@iba.edu.pk)

Student Societies, Clubs & ISC Finance related matters	Syed Mazhar Ali Kazmi Senior Finance Executive IBA-Main Campus Cell No. 0345-2745293 TEL: 38104700-01 Ext: 2306 E-mail: <a href="mailto:smkazmi@iba.edu.pk">smkazmi@iba.edu.pk</a>	<b>Moeid Sultan</b> Director Finance IBA-Main Campus Cell No. 0301-2522552 TEL: 38104700-01 Ext: 2300 E-mail: <a href="mailto:msultan@iba.edu.pk">msultan@iba.edu.pk</a>
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**Student Societies and Patrons Fall – 2016**

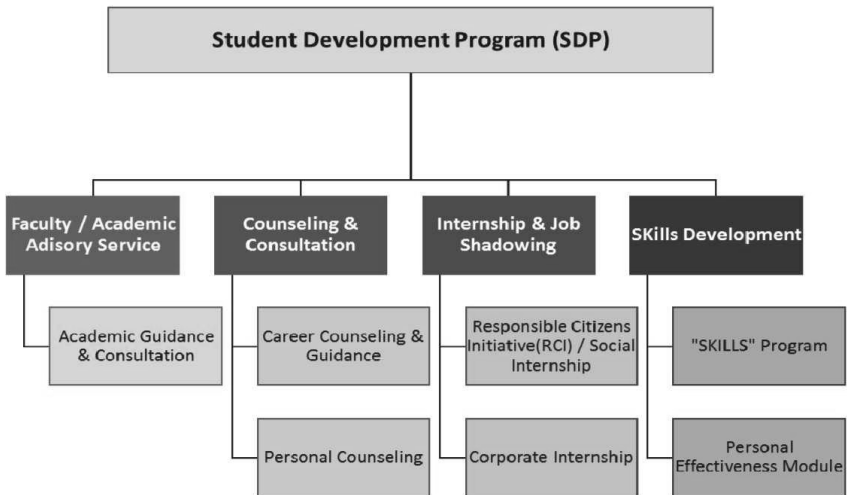
<b>S #</b>	<b>Name of Society / Club</b>	<b>Patron from Faculty</b>
<b>Cluster 1 - CO-CURRICULAR ACTIVITIES CLUSTER</b>		
1	Economics club	Ms. Tahira Maryam Jaffery
2	Entrepreneurship Society	Dr. Shahid Qureshi
3	Finance Club	Ms. Sana Tauseef
4	Human Resource Club	Ms. Nyla Aleem Ansari
5	Computer Science Society	Dr. Sajjad Haider
6	Leadership Club	Dr. Nasir Afghan
7	Marketing Club	Mr. Jami Moiz
8	Social Sciences Club	Dr. Syed Noman ul Haq
9	Mathematics & Astronomy Club	Dr. Danish Ali
10	MBA Club	Dr. Nasir Afghan
<b>Cluster 2 - EXTRA CURRICULAR ACTIVITIES</b>		
11	Adventure Club	Mr. Ameer Rizvi
12	Photography Society	
13	Arts Society	Dr. Tiago Andke Ferreira Lopes
14	Boys' Sports Society	Mr. Asad Ilyas
15	Dramatics Society	To be nominated
16	Girls Sports Society	Ms. Farah Naz
17	Literary Society	Dr. Navin Minai
18	Music Society	Ms. Yasmin Zafar
19	Public Speaking Society	Ms. Nadia Sayceed

<b>Cluster 3 - SERVICE ACTIVITIES GROUP</b>		
<b>20</b>	<b>Alumni Society</b>	<b>Dr. Zaheeruddin Asif</b>
<b>21</b>	<b>Placement Society</b>	
<b>22</b>	<b>Go Green Society</b>	<b>Mr. Mohsin Ali Patel</b>
<b>23</b>	<b>Boys' Hostel Society</b>	<b>Mr. Jami Moiz</b>
<b>24</b>	<b>Girls Hostel Society</b>	<b>Ms. Mehreen Nazar</b>
<b>25</b>	<b>Community Welfare society</b>	<b>Ms. Saima Hussain</b>
<b>26</b>	<b>Iqra Society</b>	<b>Mr. Muhammad Asif</b>
<b>27</b>	<b>Media &amp; Communication Society</b>	<b>Dr. Huma Baqai</b>

## STUDENT DEVELOPMENT PROGRAM

Students Development Program (SDP) is a comprehensive skill enhancing process for management and leadership development. It is an important component of IBA's approach to a personalized education. The overall objective of this program is to help students understand how to make choices about their attitudes and actions. It enables them to firstly, acquire skills for improving confidence, team building, and communication and secondly, achieve goals that will result in growth, change, and increased effectiveness. Both Management Development and Leadership Development require the basic skill sets taught in the Student Development Program.

### The Student Development Program (SDP) Model



**SDP Activities and Time Frame**

		Year 1		Year 2		Year 3		Year 4	
SDP Activity / Offering	Semester	1	2	3	4	5	6	7	8
Faculty / Academic Advisory Service									
Career Counselling Service									
Personal Counselling Service									
Responsible Citizen Initiative (RCI) / Social Internship									
SKILLS									
Personal Effectiveness									
Corporate Internship									



Eligible / Offering available

Ineligible / Offering unavailable

## **Program Structure**

### **Year 1:**

#### **Faculty / Academic Advising**

The purpose of Faculty Advising is to help the students at IBA to seek advice regarding their academic, administrative, social, disciplinary or any other problems faced by them during their stay at IBA. Faculty advisors are an integral part of a student's on-campus experience. Advising aids in developing a student's life goals, career goals, selection of majors, options within degree requirements, balancing course load with outside responsibilities (working hours, family), and so on.

The Advisor builds the connection between the student and the institution. The Faculty Advisor will serve as an official representative of IBA that the student encounters in a systematic, ongoing relationship, throughout their stay at IBA. As an Advisor interacts with students in a one-on-one relationship, students gain an understanding of their own potential and clarify their educational goals. Students are provided educational strategies so that they may be active partners in the advising experience and use resources to their advantage as they seek to accomplish their educational and career goals.

#### **Career Counselling & Guidance**

IBA's Career Development Centre (CDC) is an information brokerage vehicle for graduating students for career guidance. CDC provides individualized Career Counseling to all students of IBA. The counselling helps students in exploring their interests, skills, values and abilities. CDC guides them on the prospects of relevant careers, and explores educational requirements and funding options as well. Overall, our counselling services facilitate students to make an informed career decision and draft a road map for their future success. To schedule an appointment for career counselling, contact the CDC office or email at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk).

CDC also arranges mock interviews, resume writing exercises and mentoring by the Alumni for the students. CDC also collects and disseminates data and information for studying abroad and market opportunities.

#### **Personal Counselling**

A Personal Counsellor is responsible for personal, behavioural and psychological counselling for students whose personal problems are affecting their academic performance. Our Personal Counselors carry out their duties in strict confidentiality and have no reporting relationship with anyone on these matters. Such cases are referred in strict confidentiality and no further communication with any of the member (faculty, staffs or student) is made on this subject.



When should you see a personal counselor?

- When you feel safe to discuss an issue with a counselor directly
- When you are feeling depressed, sad, angry or otherwise “not yourself”
- When you are thinking of abusing drugs, substance, alcohol etc. to help you feel better.
- When you’ve lost someone or something important to you or something traumatic has happened, and the state is effecting your overall performance
- When you can’t do the things you like to do or do not enjoy the activities / works you ordinary enjoy

**NOTE:**

Academic Advisory, Career Counselling & Guidance and Personal Counselling are all ongoing services available for students which they can avail anytime during their stay at IBA right from their first semester.

**Year 2:**

**Responsible Citizen Initiative (RCI) / Social Internship**

The ‘Responsible Citizen initiative (RCI)’ provides an opportunity to each IBA student to gain practical hands-on experience in community service. This exposure builds a sense of deep responsibility & commitment, and serves the purpose of creating awareness among our students about the needs of the various segments of our society. It is hoped that they would translate this knowledge into further good deeds and actions.

As a condition for successful graduation, each undergraduate student enrolled in BBA/BS programs has to complete 6 to 8 weeks’ internship at an organization OR a project designated / approved by IBA as suitable for community / social service. During RCI, students are required to work on various social welfare projects with recognized and registered NGOs / organizations / projects having a demonstrated track record. Student can contact CDC to have an updated list of recommended institutions / organizations for carrying out their Social Internships. Students approaching organizations on their own are required to seek CDC's approval before undertaking their internships. They should provide CDC with the following information for the endorsement purpose:

- a. Name of the targeted / selected organization for RCI;

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- b. Project/Assignment description;
- c. Supervisor(s) Name;
- d. Project initiation date.

Organizations generally inquire about students' authenticity for which students can request CDC to issue a formal Recommendation Letter which they can present to their respective institutions.

Once the internship period ends, students must submit the following documents to the CDC within two weeks:

- a. Acknowledgement Letter OR Certificate from the organization's HR confirming the completion of internship;
- b. Filled and sealed Evaluation Form (on a prescribed format, available with CDC);
- c. Internship Report\* (Preferably Soft Copy at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk) mentioning 'RCI-YYYY Report-your ERP' i.e. 'RCI-2016 Report-06027' in the subject line)

CDC issues 'Acknowledgement Form / Receipt' once a student submits all the required documents. Letter of gratitude and acknowledgement are also sent to the organizations from CDC; in particular to the ones which consume larger pool of IBA students.

### **Year 3:**

#### **SKILLS Development Program**

Organizations look for a graduate from a well-reputed university, who not only has specialized knowledge but is also proficient in terms of personal and professional skills. To equip students with such essential skills, IBA in collaboration with the School of Leadership (SoL) has developed a comprehensive program titled "SKILLS" abbreviated as "Seek Knowledge Inculcate Leadership Live Successfully". This empirical program identifies students' present level of proficiency on the pre-identified skills and provides them with a toolkit to fine-tune them.

#### **This program has two phases:**

1. Assessment Phase: Firstly, students are evaluated for their accomplishments on the 6 core competencies

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2. Development Phase: Secondly, students are developed for the required professional/personal skills for their career development and progression

### **Program objectives:**

The overall philosophy of this program is the development of Personal Leadership Competencies within students, allowing them to:

- Discover their personal aptitude and to make them realize how to leverage it;
- Cultivate a positive attitude and constructive approach for improved relationships and performance in personal & organizational contexts; and
- Undergo a learning journey wherein they develop their competencies and understand personal and professional life challenges that are yet to come in their lives

### **Modules:**

- Ethics & Professionalism (mandatory to all)
- Creativity & Decision-Making
- Leadership
- Teamwork
- Communication
- Presentation

Various training methodologies such as case studies, experiential exercises, practice sessions, AV feedback, presentations, projects and reflections, etc. are incorporated in this course which keeps it more vibrant and interactive throughout.

### **NOTE:**

SKILLS course is a year-long course offered only in 'Fall Semester' each year to all undergraduate programs' students of fifth semester only and continues till the end of their Spring Semester

**YEAR 4:****Corporate Internships:**

Corporate Internships are extremely valuable as they allow students to gain hands-on experience, develop their resumes, build valuable industry contacts and strengthen their professional network. In some cases, interns may actually receive an offer of employment from the company.

Corporate Internship is a mandatory requirement for students of MBA, BBA, BSCS, and BSAF programs at IBA. Career Development Centre (CDC) facilitates senior students and corporate organizations for the placements of students on internships in final year of their stay at IBA. CDC also encourages students to arrange their internships on their own after collecting necessary information regarding the company and the nature of work, etc.

**Personal Effectiveness:**

Personal Effectiveness (PE) course is offered to last year students to impart professional skills in IBA students before they enter into the job market. The course primarily focuses on learning and adapting advance level of soft skills. This Program is intended to prepare students for the corporate and entrepreneurial market and develop in them, skills that will make them effective in their personal as well as professional roles

Personal Effectiveness courses are offered to senior students (enrolled in seventh semester) as a non-credit course with no fee. It is a mandatory graduation requirement for all BBA students, similar to the Responsible Citizen Initiative and the Corporate Internship. Hence it is a pre-requisite for getting the degree, which is now a terminal degree. It is not pre-requisite for any of the other undergraduate programs offered, for none of the degrees are terminal degrees as yet.

This program is structured over different themes focusing on career related and employability enhancing skills. Following themes are covered in Personal Effectiveness courses:

- Myers and Briggs Personality Type Indicators
- Negotiation Skills
- The Job Application Process
- Conflict Management
- Entrepreneurship

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- Resume Building
- Critical Thinking
- Leadership
- Mock Interview/Panel Interviews

Students interact with different instructors and trainers from the industry, learn through their diverse experiences and develop skills and knowledge which is a combination of theory with an understanding of application and solutions. They learn how to handle the job application process, organize career choices and career progression as well as focus on the development of entrepreneurial expertise.

Companies like ENGRO, P&G, Coca Cola, and Unilever have developed specific training programs and modules to conduct sessions with the IBA students. In addition, professional trainers conduct modules on Personality Assessment, Emotional Intelligence, Conflict Management, Negotiation Skills and Leadership Traits.

### **Experiential learning Program (ELP):**

An integral part of the BBA program offered at the IBA. A group of 4-5 final semester students undertake a management consulting assignment in real life business environment related to managerial and organizational problems that need solutions. The Projects not only enable students to develop interviewing and report writing skills, but also provide an opportunity for them to enhance their managerial and leadership skills, besides their problem-solving and decision-making skills.

The projects are conducted under the close supervision of senior faculty members/Advisors along with organization's coordinator.

Brief description of the activities involved is as under:

- The students group (4-5 students) will prepare a project proposal (terms of reference) based on discussions with the company. A work plan is also prepared listing the main activities to be undertaken and a time table for completion of these activities
- Students present the proposal and work plan before a faculty Advisors. During the projects an interim progress report (Mid Review) is submitted to the ELP Faculty Advisor and to the organization's coordinator
- On completion of the project a draft written report is submitted and an oral presentation made to the client and the Faculty Advisors. The presentation is held at the IBA Karachi

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- Based on client and faculty feedback a final written report is submitted to all for final grading
- A Faculty Advisor guides and monitors the project through the year. This includes reviewing the terms of reference and work plan, the progress report, and the final presentation and report
- Final assessment is conducted by both parties; IBA Faculty advisors and Organization's coordinators. The substantial feedback will be considered towards final grading of students

**NOTE:**

- Students are required to carry out their Corporate Internships right after their third year of studies/sixth semester (preferably in summer) and should complete this mandatory graduation requirement by the end of their final year of studies/eighth semester
- Personal Effectiveness Course must be taken in Seventh semester (offered only in Fall semester every year)
- Experiential learning Program (ELP) is only limited to BBA program students of last semester i.e. 8<sup>th</sup> semester

**IBA Career Development Centre**

The Career Development Centre (CDC) at IBA is dedicated to facilitating the students and alumni in career development and job search thereby increasing the employability of IBA students.

CDC strives to achieve its mandate by organizing workshops on different career themes and career specific seminars. It conducts career planning sessions, provides one-to-one guidance and advisory services to students, arranges individual career counseling sessions, reviews resume and cover letter, conducts mock interviews and publishes graduate directories, Moreover, the CDC assists students in identifying internships, apprenticeships, and job opportunities available within and outside Pakistan. We also offer a wide range of career-related events for IBA students and alumni, and have partnered with employers from all sectors looking to recruit from our IBA community. Our main focus lies in building long term relationship with corporate, social and public sector organizations within Pakistan and also with international employers. Apart from facilitating all the Student Development Program (SDP) activities, following services are exclusively offered by the CDC:

**Workshops and Seminars:**

CDC hosts a variety of career-specific workshops, seminars, panel discussions and talk shows for students. These programs help students research about a variety of career options and to choose a career path that is compatible with their academic discipline, skills, interests, values and personality.

**Recruitment Drives:**

The CDC also offers on-campus recruiting opportunities to employers. Formal on-campus recruiting activities are usually scheduled from December to July. CDC is engaged with corporate partners in many ways for the placement of IBA graduates.

**Mock Assessments:**

Our corporate partners and Alumni take a high interest in counseling our students. The overall purpose is to enhance the competencies of the students such that they are aligned with the employer's needs. We arrange regular workshops, guest speaker sessions, mock interviews and practice sessions to prepare our students for all types of competitions and recruitment drives. These activities are arranged throughout the year.

**Job Announcements:**

CDC regularly receives job postings from corporate partners and these jobs are announced to a relevant group of students via different communication mediums.

**Graduate Directory:**

The CDC publishes a graduate directory for employers every year as another talent-search resource. This graduate directory serves as a depository of information for recruitment of potential employees. Soft copies of these profiles are also shared with many employers in the country and overseas. Employers can avail their copy by sending their request at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk).

**Job Fair:**

This annual event offers prominent industry players a great opportunity to brand and market their corporate image to emerging leaders. This fair is an ideal opportunity for prospective employers to interact with the students. The CDC's role is to ensure that various companies across different sectors are invited to the Job Fair to maximize student and employer exposure.

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Career Resource Material: CDC develops various career resource materials for students to facilitate them in their careers and professional lives. To access any relevant information, the students can contact the CDC.

### **CDC Team**

Danish Imtiaz

Assistant Manager - Student Services

E-mail: [dimtiaz@iba.edu.pk](mailto:dimtiaz@iba.edu.pk)

Phone: 38104701 Ext. 1179

Mr. Shiraz Ahmed

Senior Executive

E-mail: [shirazahmed@iba.edu.pk](mailto:shirazahmed@iba.edu.pk)

Phone: 38104701 Ext. 1176

For Further Details Contact:

IBA Career Development Centre | IBA City Campus

Plot # 68 & 88 | Garden / Kayani Shaheed Road | Karachi - 74400 | Pakistan  
Phone: 92-21-38104701 Ext.1176 | 1178 | 1179

Fax: 92-21-38103008 | Web: <http://cdc.iba.edu.pk>



## Event Management

During the course of your studies at IBA, you will have to arrange various events as part of extra-curricular activities. Even though these will be supervised by the faculty, the bulk of the responsibilities will still rest with the students. This will be good practice in management, which will benefit you in the future as well.

It is always handy to have a checklist ready in which you can make notes of important details and remember them. Here is a checklist which will help you do just that and aid you in organizing your events efficiently and so achieve a well-managed event that does you credit.

If you plan to become a member of any of the student societies mentioned before, this checklist will be even more helpful to you.

Use this checklist first to identify who and what is going to be involved in your event so you can plan effectively. Consider the circumstances of the event at hand and the conditions around you.

Name of Event or Function

---

Day, Date and Time of Event or Function

---

Location Details of the Event or Function (show or attach an A4 size map)

---



---

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Other Relevant Contacts:

(Attach list if required, include secondary organizers etc.)

---

Available Budget: Rs. \_\_\_\_\_

External Funding / Contributions: Rs. \_\_\_\_\_

Total Budget for Event or Function: Rs.. \_\_\_\_\_

**FEE AND DUES**

## Procedure for Payment of Fees

- Tuition fee shall be announced well before the commencement of the semester
- Fee vouchers will be made available to the students through Campus Management System (CMS).
- Students are liable to make payments for the fee due, by the appropriate deadline as mentioned on the voucher and announced through notice.
- Payments can be made in one of the following modes:
  - Direct deposit into IBA Bank Account with any branch of Faysal Bank Ltd.
  - Deliver a Pay-order or a Bank Draft in favor of “IBA, Karachi” to IBA Finance Department.
- Moreover; students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full.

If any student does not pay all his dues till the completion of the program, he/she will not be issued provisional transcript, transcript and degree, till the time he/ she clears all his dues.

## Determination of Student Fees

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

The official public schedule shall be published as soon as, is practicable after approval.

**Calculation of Fees**

- (i) 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.
- (ii) All evening students shall pay their fees calculated on fee challan, normally based upon the number of subjects enrolled in.
- (iii) Other approved fees charges which are not based upon subjects may be added to the fee challan as applicable.

**Fee Payment**

Tuition fee shall be announced well before the commencement of the semester and fee vouchers is made available to the students through Campus Management System (ERP). Students shall make payments for the fee due by the appropriate deadline as mentioned on the voucher and announced through notice. Payments can be made in one of the following modes:

- Direct cash deposit into designated IBA Bank Account.
- Deliver a Pay-order/Bank Draft in favor of “IBA, Karachi” to IBA Finance Department.
- For fee installments, deliver a crossed post dated Cheque(s) in favor of “IBA, Karachi” to IBA Finance Department.
- Moreover, students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full. If any student does not pay all his dues until the completion of the program, he/she will not be issued provisional transcript, transcript and degree, until the time he/she clears his all dues.
- Procedures Regarding Refund of Fees:
  - Any request by a student to amend their program of study or withdraw from a program or paper must be made in writing.
  - The Institute reserves the right to request additional supporting information before any course amendment request is considered.
  - Where the student’s account has a credit balance which is clearly attributable to an overpayment of fees, any such balance shall be refunded in full.
  - Refund of tuition fee is applicable to all students’ i.e. regular, evening and EMBA programs.
  - Fee shall be refunded in the following cases:

	Scenarios	Policy / Timeline
1	%age of Tuition Fee: • Full (100%) fee Refund • Half (50%) fee Refund • No (0%) fee Refund	<ul style="list-style-type: none"> <li>• Full ( 100%) of the tuition fee shall be refunded up to 7th day of convene of classes.</li> <li>• Half (50%) of the tuition fee shall be refunded from 8th -15th day of convene of classes.</li> <li>• No fee(0%) shall be refunded from 16th day of convene of classes.</li> </ul>
2	IBA cannot provide the academic study offered	<ul style="list-style-type: none"> <li>• 100% of the student tuition fee shall be refunded.</li> </ul>
3	Change of Classes	<ul style="list-style-type: none"> <li>• Where student elects to change a class, there shall generally be no change in the tuition fees, and therefore additional tuition fees, refunds and administration charges do not normally apply.</li> </ul>
4	Credit Balance	<ul style="list-style-type: none"> <li>• When there are credit balances on student accounts due to overpayment of levied charges, students may request a refund of the balance.</li> </ul>
5	IBA withdraws an offer of admission to a student	<ul style="list-style-type: none"> <li>• 100% of the tuition fee shall be refunded if student does not meet the criteria of provisional admission.</li> <li>• No tuition fee shall 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 enrolment.</li> </ul>
6	IBA excludes the student due to poor academic performance	<ul style="list-style-type: none"> <li>• If any student does not meet the minimum CGPA (2.2 criteria),</li> <li>• 100% of the tuition fee shall 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</li> </ul>
7	IBA suspends or expels the student due to Academic Misconduct	<ul style="list-style-type: none"> <li>• 100% of the tuition fee shall 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 suspended or expelled.</li> </ul>
8	Semester Gap	<ul style="list-style-type: none"> <li>• Tuition Fee paid in advance shall be adjusted to the coming semesters, if student is allowed a semester gap by IBA administration.</li> <li>• 100% of the tuition fee shall be refunded if classes not yet commenced.</li> <li>• No tuition fee shall be refunded after commencement of classes.</li> </ul>
9	Extraordinary Circumstances	<ul style="list-style-type: none"> <li>• 100% of the student tuition fee shall be refunded if student suffers from extra-ordinary circumstances (i.e. death or accident that cause permanent disability)</li> </ul>

### Exception

Under any circumstances Admission fee will NOT BE refunded.

**Exclusion**

Cash payment shall not be accepted from the students.

**One Time Charges**

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

**One Time Charges for all Academic Programs**

Following charges are also applicable in addition to tuition fees.

- |                      |   |                                    |
|----------------------|---|------------------------------------|
| + Admission Fees     | } | at the time of Admission in<br>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 enrolment 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 the student clears all his dues.

Finance Department	Financial Aid Office	Student Societies
Moeid Sultan Director Finance IBA-Main Campus Cell No. 0301-2522552 Phone: 021-99261532  Syed Jehanzeb Assistant Manager Finance IBA-Main Campus Cell No. 0334-3331238 TEL No. 111-422-422 Ext # 2320	Tanveer Ahmed Senior Executive Financial Aid IBA-Main Campus Cell No. 0322-9099100 TEL No, 111-427-427. Ext # 2312	Syed Mahar Ali Kazmi Senior Finance Executive IBA-Main Campus Cell No, 0345-2745293 TEL No. I 11,422.422 Ext # 2306

**SERVICE UNITS AT IBA (KARACHI)****ADMINISTRATION DEPARTMENT**

Capt. (Retd) Ahmed Zaheer PN, Registrar

Contact Details: Registrar Office: 38104700-01

Ext: 2001 Direct No: 99261507

Cell no: 03082225888 Email: [ahmedzaheer@iba.edu.pk](mailto:ahmedzaheer@iba.edu.pk)

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Financial Aid Office/ Scholarship	Mr. Tanveer Ahmed Senior Executive Financial Aid	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2312 Cell:03229099100 Email: <a href="mailto:tahmed@iba.edu.pk">tahmed@iba.edu.pk</a>	Mr. Moeid Sultan Director Finance (Fauji Foundation Building) (Main Campus) TEL: 38104700-01 Ext. 2307 Cell #: 03205079010 Email: <a href="mailto:msultan@iba.edu.pk">msultan@iba.edu.pk</a>
2	Purchase Office	Mr. Muhammad Sohail Khan Manager Purchase	Gani & Tayub Auditorium (Main Campus)  TEL: 38104700-01 Ext. 2151 Cell #: 03022471434 Email: <a href="mailto:mshkan@iba.edu.pk">mshkan@iba.edu.pk</a>	Capt. (R) Ahmed Zaheer Registrar Fauji Foundation Building (Main Campus)  TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: <a href="mailto:ahmedzaheer@iba.edu.pk">ahmedzaheer@iba.edu.pk</a>
3	Boy's Hostel	Mr. Mujahid Husain Incharge Boys Hostel	IBA Boys Hostel, Main University Campus Hostel Number: 9261523-24 Ext: 2015/2030 Cell #: 0300-2558330 Email: <a href="mailto:mhussain@iba.edu.pk">mhussain@iba.edu.pk</a>	Mr. Jami Moiz Assistant Professor/Boys Hostel Superintendent IBA Boys Hostel, Main University Campus TEL: 38104700-01 (Ext. 2649) Cell # 0300-8217943 Email: <a href="mailto:jmoiz@iba.edu.pk">jmoiz@iba.edu.pk</a>
4	Girl's Hostel	Ms. Samiya Shaikh IBA Girls Hostel, Staff Town	IBA Girls Hostel TEL: 38104700-01 Ext. 2029 Cell # 0306-2399697 Email: <a href="mailto:sshaikh@iba.edu.pk">sshaikh@iba.edu.pk</a>	Ms. Mehreen Nazar Assistant Professor/Hostel Superintendent IBA Girls Hostel, University Campus TEL: 38104700-01 Ext. 2603 Email: <a href="mailto:mnazar@iba.edu.pk">mnazar@iba.edu.pk</a>

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
5	Security Services Main Campus	Capt (R) Khalid Javed Rishi Manager –Security	Tel :38104700-01 Ext 2465 Cell : 0344-2672551 Email: kjaved@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus	Mr Faheem Ahmed Khan Senior Executive Security	Tel :38104700-01 Ext 1468 Cell : 0345-2519985 Email: fakhan@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
6	General Administration Main Campus	Mr. Aayatullah Memon Building Incharge Adamjee Academic Block (Main Campus)	TEL: 38104700-01 Ext. 2017 Email:amemon@iba.edu.pk	Ms. Shabana Amirali Manager Administration Fauji Foundation Building Tel: 38104700-01 Ext. 2020 E-mail: shamirani@iba.edu.pk
		Mr. Abdul Karim Modi Building Incharge Aman CED Building (Main Campus)	TEL: 38104700-01 Ext. 2006 Email:akmodi@iba.edu.pk	
		Mr. Abdul Khalid Building Incharge Tabba Academic Block (Main Campus)	TEL: 38104700-01 Ext. 2014 Email: akhalid@iba.edu.pk	
	City Campus	Syed Guhar Raza Zaidi Manager Alumni Student Center & Sports Facilities	TEL: 38104700-01 Ext:2478 Email: guhar.msclf@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
		Mr. S. M. Rizwan Rizvi Manager Administration	Admin Block (City Campus) TEL: 38104700-01 Ext. 1008 Cell #: 03332136876 E-mail: srizwan@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Cell #: 03082225888 E-mail: ahmedzaheer@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
	City Campus	Mr. Rashid Ali Khan Manager Admin, JS Auditorium & Aman Tower	AMAN Tower (City Campus) TEL: 38104700-01 Ext. 2005 E-mail: rkhan@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus	Mr. Muhammad Rafiq Building Incharge HBL Academic Center	HBL Academic Center (City Campus) TEL: 38104700-01 Ext. 2019 E-mail: murafiq@iba.edu.pk	
7	Admissions Office City Campus	Ms. Mahwish Butt Senior Executive (Admissions Office)	Admin Block (City Campus) Tel: 38104700-01 Ext.1817 E-mail: mbutt@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
8	Facilities Maintenance Main Campus	Mr. Azfar Abbasi Senior Executive Repair and Maintenance	National Bank Technology Building Tel: 38104700-01 Ext. 2504 Cell #: 03002471670 Email: aabbasi@iba.edu.pk	Syed Fahim Uddin Manager General Maintenance Fauji Foundation Building Tel: 38104700-01 Ext. 2520 Cell #: 03342229732 Email: syedfahim@iba.edu.pk
	City Campus	Mr. Baber Majeed	Admin Block Tel: 38104700-01 Ext. 1502	Mr. S. M. Rizwan Rizvi Manager Administration Admin Block (City Campus) TEL: 38104700-01 Ext. 1008 Cell #: 03332136876 E-mail: srizwan@iba.edu.pk



				Capt.(R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: <a href="mailto:ahmedzaheer@iba.edu.pk">ahmedzaheer@iba.edu.pk</a>
9	<b>Electrical</b>	Muhammad Qamaruddin Engineering (Electrical)	Admin Block TEL: 38104700-01 EXT: 1504 Email: mqamer	Mr. Mushtaq Ahmad Manager Operations & Maintenance Ext: 2506 Cell # 03122331696 Email: mushtaqahme@iba.edu.pk

### g. Key Contacts for Library Services & Facilities

Description of Services	Contact Official	Location & Extension
General information, queries	Email: <a href="mailto:library@iba.edu.pk">library@iba.edu.pk</a>  Website: <a href="http://library.iba.edu.pk">library.iba.edu.pk</a>	Circulation Counter Main Campus, Ext. 2271 Hours: 8:30 am to 10:00pm  Circulation Counter City Campus, Ext. 1271 Hours: 8:30 am to 10:00pm
Library orientation, academic & research support, databases	Sadia Yaseen Executive Research Services <a href="mailto:syasin@iba.edu.pk">syasin@iba.edu.pk</a>	City Campus, Ext # 2278 Hours: 8:30 am to 04:00pm
Library helpdesk, membership, borrow, renew, reserve hold, recall, clearance, overdue fine,	Nusrat Jabeen Assistant Librarian Collection Services <a href="mailto:njabeen@iba.edu.pk">njabeen@iba.edu.pk</a>	Main Campus, Ext # 2281 Hours: 8:30 am to 04:00pm
Request purchase of books, textbooks, cases, audios, videos, CDs, DVDs & other library materials. Order status, selection / approvals processing status.  New arrivals, status of processed library materials, organization and arrangement of library materials	Sadiqa Parveen Deputy Librarian Collection Services <a href="mailto:sparveen@iba.edu.pk">sparveen@iba.edu.pk</a>  Nusrat Jabeen Assistant librarian Collection Services <a href="mailto:njabeen@iba.edu.pk">njabeen@iba.edu.pk</a>	Main Campus, Ext # 2272 Hours: 8:30 am to 04:00pm  Main Campus, Ext # 2274 Hours: 8:30 am to 04:00pm
Journals, magazines, newspapers, company reports, journals archive, IBA archive, IBA Repository	Badar un Nisa Assistant Librarian Collection Services <a href="mailto:bnisa@iba.edu.pk">bnisa@iba.edu.pk</a>	Main Campus, Ext # 2273 Hours: 8:30am to 04:00pm
Research help, in-class suggestions, & complaints		

- i. Timings Libraries remain operational as per the schedule appended below; keep visiting library website for most updated timings.

Main Campus	City Campus
<ul style="list-style-type: none"> <li>- Monday to Saturday 08:30am to 10:00pm</li> <li>- Sunday timings are announced separately through email as required. Generally main campus library remains open from 10:00 am to 06:00pm on Sundays.</li> </ul>	<ul style="list-style-type: none"> <li>- Monday to Saturday 08:30am to 10:00pm*</li> <li>- Extended timings on Sundays from 10:00am to 06:00pm during exam days or as required.</li> </ul>

**ASSOCIATE DEANS OFFICES**

**Dr. Mohammad Nishat, Associate Dean,**  
Faculty of Business Administration  
Main Campus Tel: 38104700-01 Ext. 2600  
Cell #: 03082229333 Email : [mnishat@iba.edu.pk](mailto:mnishat@iba.edu.pk)

**Dr. Sayeed Ghani, Associate Dean,**  
Faculty of Computer Sciences  
City Campus Tel : 38104700-01 Ext. 1222 Ext: 1600  
Cell #: 03082227111 Email: [sghani@iba.edu.pk](mailto:sghani@iba.edu.pk)

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
12	Business Administration	Ms. Ghulam Fatima Assistant Manager (Faculty Coordination)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2008 Cell #: 03032396095 Email : <a href="mailto:gfatima@iba.edu.pk">gfatima@iba.edu.pk</a>	Dr. Mohammad Nishat Associate Dean, Faculty of Business Administration Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2600 Cell #: 03082229333 Email: <a href="mailto:mnishat@iba.edu.pk">mnishat@iba.edu.pk</a>
	Computer Sciences			Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences HBL Academic Center (City Campus) Tel: 38104700-01 Ext. 1600 Cell #: 03082227111 Email: <a href="mailto:sghani@iba.edu.pk">sghani@iba.edu.pk</a>
13	Student Affairs	Mr. S. M. Saeed Student Counselor	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 1614 Cell #: 03002509209 Email: <a href="mailto:ssaeed@iba.edu.pk">ssaeed@iba.edu.pk</a>	Dr. Muhammad Nishat Associate Dean, Faculty of Business Administration Tel: 38104700-01 Ext. 2600 Cell #: 03082229333 Email : <a href="mailto:mnishat@iba.edu.pk">mnishat@iba.edu.pk</a> & Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences HBL Academic Center (City Campus) Tel: 38104700-01 Ext. 1600 Cell #: 03082227111 Email: <a href="mailto:sghani@iba.edu.pk">sghani@iba.edu.pk</a>

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
14	Library Main Campus	Mr. Muhammad Anwar Head Librarian & Incharge Research Data Centre	Mian Abdullah Library (Main Campus) UAN: 38104700-01 Ext. 2277 Direct No: 99261509 Email: anwarch@iba.edu.pk	Dr. Syed Noman-ul-Haq Chairman Library Committee UAN: 38104700-01 Ext. 2669 Email:shaq@iba.edu.pk
	City Campus	Ms. Sadia Yaseen Deputy Librarian	Aman Tower UAN: 38104700-01 Ext. 2272  Email : syaseen@iba.edu.pk	
15	MBA Program Office	Shah Munir Graduate Program Office	Tabba Academic Block, (Main Campus) UAN: 38104700-01 Ext. 2881 E-mail: smunir@iba.edu.pk	Dr. Nasir Afghan Director MBA Program Tabba Academic Block (Main Campus) UAN: 38104700-01 Ext. 2878 Cell #: 0302-8499324 Email: nafghan@iba.edu.pk
16	Undergraduate Program Office (Main Campus)	Mr. Muhammad Akmal Manager  Undergraduate Program Office	Fauji Foundation Building (Main Campus) UAN: 38104700-01  Ext. 2551 Cell #: 03332281194 Email: makhan@iba.edu.pk	Syed Sharjeel Ahmed Program Director - Undergraduate Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext: 2666 Email : shasnie@iba.edu.pk
17	Undergraduate Program Office (City Campus)	Mr. Manoj Babulal Manager Undergraduate Program Office	Admin Block (City Campus) UAN: 38104700-01 Ext. 1840 Email: makhan@iba.edu.pk	Syed Sharjeel Ahmed Program Director - Undergraduate  Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext: 2666  Email :
18	Evening/Summer Program Office	Mr. Muhammad Ayaz Sr. Assistant (Evening Graduate Program Office)	Faysal Academic Block (City Campus)  UAN: 38104700-01 Ext. 1437 Cell#: 0336-2268462 Email: mayaz@iba.edu.pk	shasnie@iba.edu.pk  (City Campus) UAN: 38104700-01 Ext. 1609 Email: abdul.wajid@khi.iba.edu.pk

19	EMBA Program Office	Muhammad Munawar Sr. Executive (EMBA Program)	Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2880 Email: <a href="mailto:mmunawar@iba.edu.pk">mmunawar@iba.edu.pk</a>	Mr. Muhammad Saleem Umer, Director EMBA Programs Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2800 Direct no: 9261802 Email: <a href="mailto:msumer@iba.edu.pk">msumer@iba.edu.pk</a>
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### ALUMNI AND RESOURCE MOBILIZATION DEPARTMENT

DR. ZAHEERUDDIN ASIF, Office: Fauji Foundation Building

(Main Campus) TEL: 38104700-01 Ext. 1600 Cell no.

0300-9286327 E-mail: [zasif@iba.edu.pk](mailto:zasif@iba.edu.pk)

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
20	Alumni Office	Public Affairs & Resource Mobilization	Fauji Foundation Building TEL: 38104700-01 Ext. 1205 Cell #: 0301-8245191 Email: <a href="mailto:hsiddiqui@iba.edu.pk">hsiddiqui@iba.edu.pk</a>	Dr. Zaheeruddin Asif Program Director Alumni Ext # 1600 E-mail: <a href="mailto:zasif@iba.edu.pk">zasif@iba.edu.pk</a>
21	Resource Mobilization Office		Fauji Foundation Building TEL: 38104700-01 Ext. 1205 Cell #: 0301-8245191 Email: <a href="mailto:hsiddiqui@iba.edu.pk">hsiddiqui@iba.edu.pk</a>	
22	Public Affairs Office	Syed Imtiaz Ali Senior Executive II (communications)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2027 Email: <a href="mailto:simtiaz@iba.edu.pk">simtiaz@iba.edu.pk</a>	Dr. Huma Baqai Prog. Director Communication & Public Affairs Ext: 2639 Email: <a href="mailto:hbaqai@iba.edu.pk">hbaqai@iba.edu.pk</a>

**ICT MAINTENANCE, CUSTOMER SUPPORT & IS SERVICES**

Mr. Imran Abdul Rahman Batada

Head of ICT Department Office: Towfiq (City Campus)

Tel: 38104700-01 Ext. 1104 Cell no: 0300-2010315 E-mail: [iarahman@iba.edu.pk](mailto:iarahman@iba.edu.pk)

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
23	PC/Laptop/ Printer/ Help Desk Main Campus	Mr. Zeeshan- Resident Engineer	National Bank Technology Center Cell No. 0336-2021834 TEL: 38104700-01 Ext. 2101 Email:helpdeskmain@ iba.edu.pk	Mr. Asjad Asad Siddiqi Mgr. Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Email: aasad@iba.edu.pk
	City Campus	Mr. Umair Ansari Resident Engineer	Admin Block TEL: 38104700-01 Ext: 1105 Email: helpdeskcity@iba.edu.pk	
24	Multimedia Main Campus	<b>Lab Incharge</b>	CED Building TEL: 38104700-01  Ext: 2108	Mr. Asjad Asad Siddiqi Mgr. Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Email : aasad@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	HLB Academic Center Tel: 38104700-01 Ext: 1613 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	
25	Internet Emails Main Campus	Mr. Rashid Khan Supervisor Data Center	National Bank Technology Center Tel: 38104700-01 Ext: 2100 Cell #: 0300-2268521 Email: khanr@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 38104700-01
	City Campus	Mr. M. Asif Khan Asst. Network Manager	Tel: 38104700-01 Ext: 1103 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
26	Networks Main Campus	Mr. Rashid Khan Supervisor Data Center	National Bank Technology Center TEL: 38104700-01 Ext: 2100 CELL #: 0300-2268521 Email: khanr@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 38104700-01 Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
27	Video Conferencing Equipment Main Campus	Mr. Zeeshan Khan Supervisor VC	VC Room TEL: 38104700-01 Ext: 2104 Cell#: 03333938864 Email: zkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 111-677-677 Ext: 1612 Cell #: 03332352536 Email: mali@iba.edu.pk
	City Campus	Mr. Asif Ali Senior Video Conferencing Specialist	VC Room TEL: 38104700-01 Ext: 1119 Email: asifali@iba.edu.pk	
28	Telephone Extension Complaints Main Campus	Ms. Shabana Amirali Manager Administration	Fauji Foundation Building TEL: 38104700-01 Ext: 2020 Email: shamirani@iba.edu.pk	Capt (R) Ahmed Zaheer PN Registrar Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	TEL: 38104700-01 Ext: 1103 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 111-677-677 Ext: 1612 Cell #: 03332352536 Email: mali@iba.edu.pk
29	ICT Purchase / Procurement	Mr. Asad Asjad Siddiqui Procurement Manager & Customer Support	Admin Block (Main Campus) Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Email: aasad@iba.edu.pk	

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
30	Campus Management Support IERP, Library Management & Fee Management Support System Main Campus	Syed Jibran Ali Bukhari ERP Support Engineer	National Bank Technology Center Tel: 38104700-01 Ext: 2106 Cell #: 03333213559 Email: sjibran@iba.edu.pk	Mr. Imran Abdul Rahman Batada Head of ICT Department TEL: 38104700-01 Ext: 1104 Cell #: 03002010315 Email: iarahman@iba.edu.pk
	City Campus	Ms. Asma Mahmood Team Leader-CMS Solution	Faysal Academic Block TEL: 38104700-01 Ext: 1109 Email: amshah@iba.edu.pk	Mr. Imran Abdul Rahman Batada Head of ICT Department TEL: 38104700-01 Ext: 1104 Cell #: 03002010315 Email: iarahman@iba.edu.pk
		Mr. Muhammad Danish Khan Assistant Manager IS Library Management Support	Faysal Academic Block TEL: 38104700-01 Ext: 1108 Email: mdanish@iba.edu.pk	
		Ms. Mehwish Razzak Khatri Principal Software Developer, Fee Management System Support	Faysal Academic Block TEL: 38104700-01 Ext: 1115 Email: mkhatri@iba.edu.pk	
31	Web Page/Portal	Ambreen Rasheed Khan Principal Web Administrator	Faysal Bank Academic Block TEL: 38104700-01 Ext: 1113 Email: arkhan@iba.edu.pk	Mr. Imran Abdul Rahman Batada Head of ICT Department TEL: 38104700-01 Ext: 1104 Cell #: 03002010315 Email: iarahman@iba.edu.pk



**CENTRE FOR EXECUTIVE EDUCATION**

Mr. Izhar Mirza Hussain, Director CEE

Office: CEE Office (City Campus) TEL: 38104700-01

Ext. 1800 E-mail: imhussain@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
32	CEE Office	Kamran Ahmed Bilgrami Manager CEE	CEE Office (City Campus)  TEL: 38104700-01 Ext: 1804  Email: kbilgrami@iba.edu.pk	Mr. Izhar Mirza Hussain, Director CEE CEE Office (City Campus) TEL: 38104700-01 Ext. 1800 E-mail: imhussain@iba.edu.pk
33	CEE Office	Kamran Aftab Assistant Manager Business Development	CEE Office (City Campus)  TEL: 38104700-01 Ext: 1807 Email: kaftab@iba.edu.pk	
34	Skill Development	Ms. Sumera Muhammad Manager - CEE	CEE Office (City Campus) TEL: 38104700-01  Ext: 1541 Email:	

**TALENT HUNT PROGRAM**Dr. Zeenat Ismail Noor, Coordinator Talent Hunt Program  
(Main Campus)

TEL: 38104700-01 Ext. 2639 Cell #: 03333775545

E-mail: [zismail@iba.edu](mailto:zismail@iba.edu)

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
35	Talent Hunt Program Office	Syed Rizwan Ali Bukhari Executive (NTHP Program)	Tabba Academic Block (Main Campus) TEL: 38104700-01 Ext: 2632 Cell #: 03212488611 Email: srbukhari@iba.edu.pk	Dr. Zeenat Ismail Noor, Coordinator, Talent Hunt Program Aman CED Building (Main Campus) UAN: 111-422-422  Ext.2639 Cell #: 03333775545 E-mail: zismail@iba.edu.pk

**INTERNAL AUDIT SERVICES**

Dr. Farrukh Iqbal, Dean &amp; Director IBA Office: Admin Block (Main Campus)

TEL: 38104700-01 Ext. 1000 E-mail: [fiqbal@iba.edu.pk](mailto:fiqbal@iba.edu.pk)

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
36	Internal Audit	Mr. Fahad Rehman Head of Internal Audit Services	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext: 2251 Direct No: 9261526 Email : <a href="mailto:frhman@iba.edu.pk">frhman@iba.edu.pk</a>	Dr.Farrukh Iqbal, Dean & Director IBA Fauji Foundation Building  (Main Campus) TEL: 38104700-01 Ext. 1000 E-mail: <a href="mailto:fiqbal@iba.edu.pk">fiqbal@iba.edu.pk</a>

## FREQUENTLY ASKED QUESTIONS

**I feel ill or have hurt myself** - Go to a faculty member or call the Help Desk, or use the first aid box in the lobby.

**I have a suggestion or a complaint** - Speak to someone in the administration offices of IBA or your lecturer.

**I want to speak to someone about what to do when I complete my course** - Make an appointment with your lecturer and the Career Development Center (CDC). They know best about your courses and the options available to you.

**I need to buy stationery, stamps, etc** - Go to Sohail Photostat (Main Campus) and Fine Photostat (City Campus). For gift items, visit Grace Shopping Mall just outside the Maskan gate of the University of Karachi.

**I want to access PC's for private study or to check my e-mail account** - Talk to the Lab

Add any other questions that you have and then ask your lecturer to answer them for you.

“People who ask confidently get more than those who are hesitant and uncertain. When you’ve figured out what you want to ask for, do it with certainty, boldness and confidence.”

-Jack canfield

## STUDENTS PLEDGE

The tenets of the IBA value system are implemented through promoting a ‘culture of greater integrity’. The Honor Code appended below is a statement of pledges based on rules, values or principles governing the conduct of individuals. The Honor Code of the IBA comprises of the following pledges that all members of the IBA community have to make:

- I affirm to uphold this pledge and conduct myself in accordance with the highest principles of honesty, integrity and responsibility in all my endeavors at IBA and foster an atmosphere of mutual respect within and beyond the classroom.
- I will uphold all standards of honorable conduct and report any infraction of this pledge.
- I will not lie, steal or cheat, nor tolerate among us anyone who commits any such acts.
- I will neither give nor receive aid on any assignment / exam.
- I shall not take unfair advantage of any relationship and act with integrity in the use, evaluation and presentation of facts, data and documents.
- I will honor, value, protect, preserve the physical identity of the property of IBA and ensure that it is not misused, defaced or vandalized.
- I truly subscribe to the principle that every student must be a gentleman / lady first.
- I understand that my obligation to the honor system will be two-fold namely:

Individually,

I will not violate the code, and as a community, I am responsible to ensure that suspected violations are reported.

- I understand that an honor offence is defined as an act of lying, cheating, stealing or disregard of laid down instructions, performed intentionally, of sufficient gravity such that open toleration of the act would impair the community of trust sufficiently enough to warrant punitive action against me.

I have read and understood the contents of the above code and do hereby undertake to abide by the pledges I do hereby make.

Signature.....

Date.....

Name (Class).....

(This document is to be signed and deposited to the program office within 7 days of the orientation)



## NOTES

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## DISCLAIMER

The Institute reserves the right to change any rules or regulations in this Hand Book whenever it is deemed necessary. Students are required to check the IBA portal and notice boards for information about any changes to this Hand Book.



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