

2015

Student Handbook 2014-15

Institute of Business Administration

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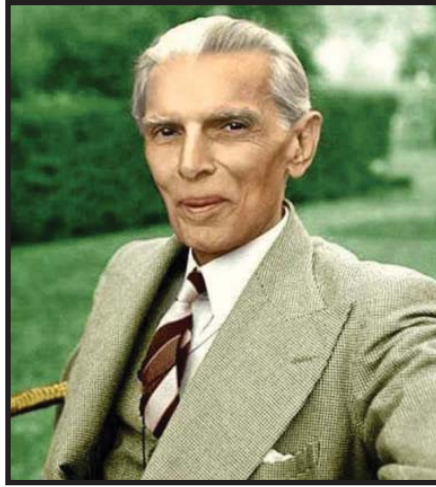
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Student Handbook



2014 - 2015



IBA

Quaid-e-Azam's 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

Peshawar University - 1948

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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.

Students are encouraged to take responsibility for their own learning, to become active participants and leaders, and to apply their knowledge in real-world context. The IBA programs are designed to provide world-class professional managers and entrepreneurs for businesses and industries in Pakistan and abroad. The IBA system is wholly based on seven 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 regularly consult the Program Announcement in addition to this Handbook.

For suggestions or clarifications on the contents of this Handbook, please contact the office of the Registrar at 021-38104700 & 021-38104701/111-422-422 (Extensions 2020/2010) or e-mail at ahmedzaheer@iba.edu.pk .

30 June 2014

Capt. (R)Ahmed Zaheer PN
Registrar
IBA, Karachi

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.

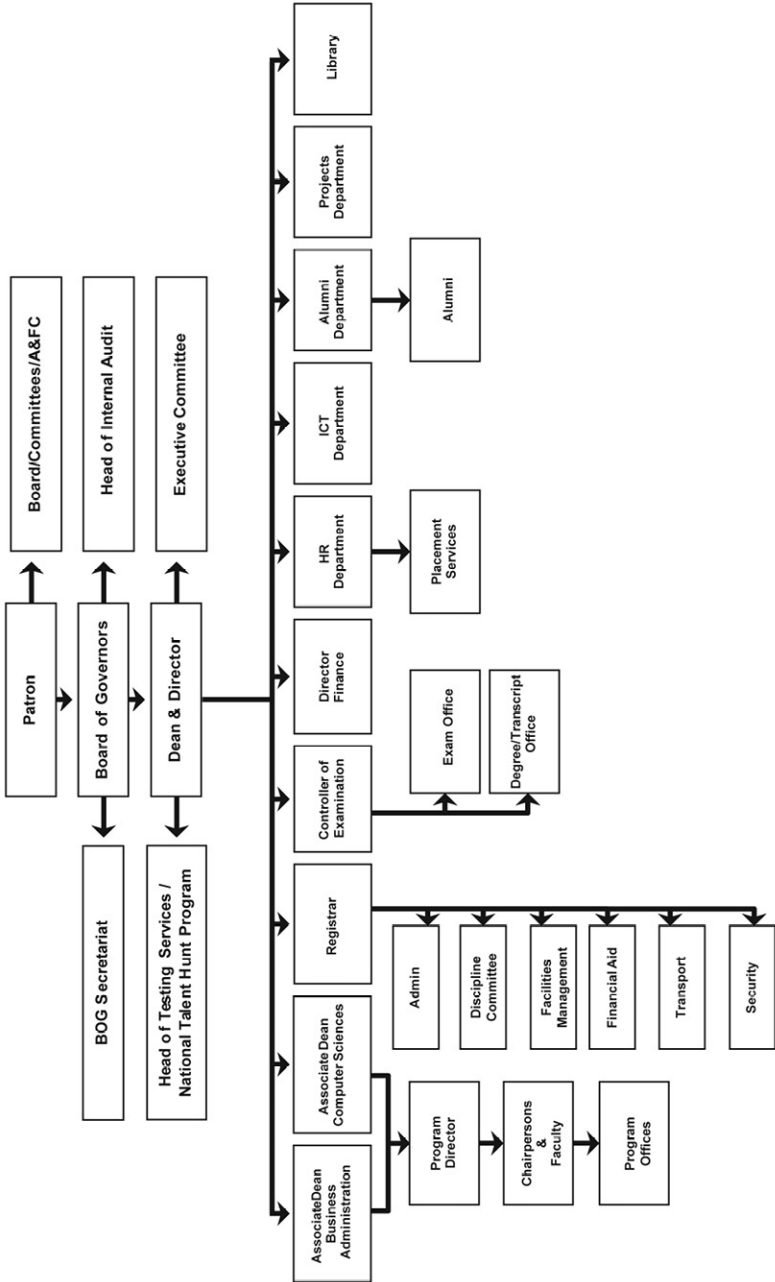
MERIT

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.

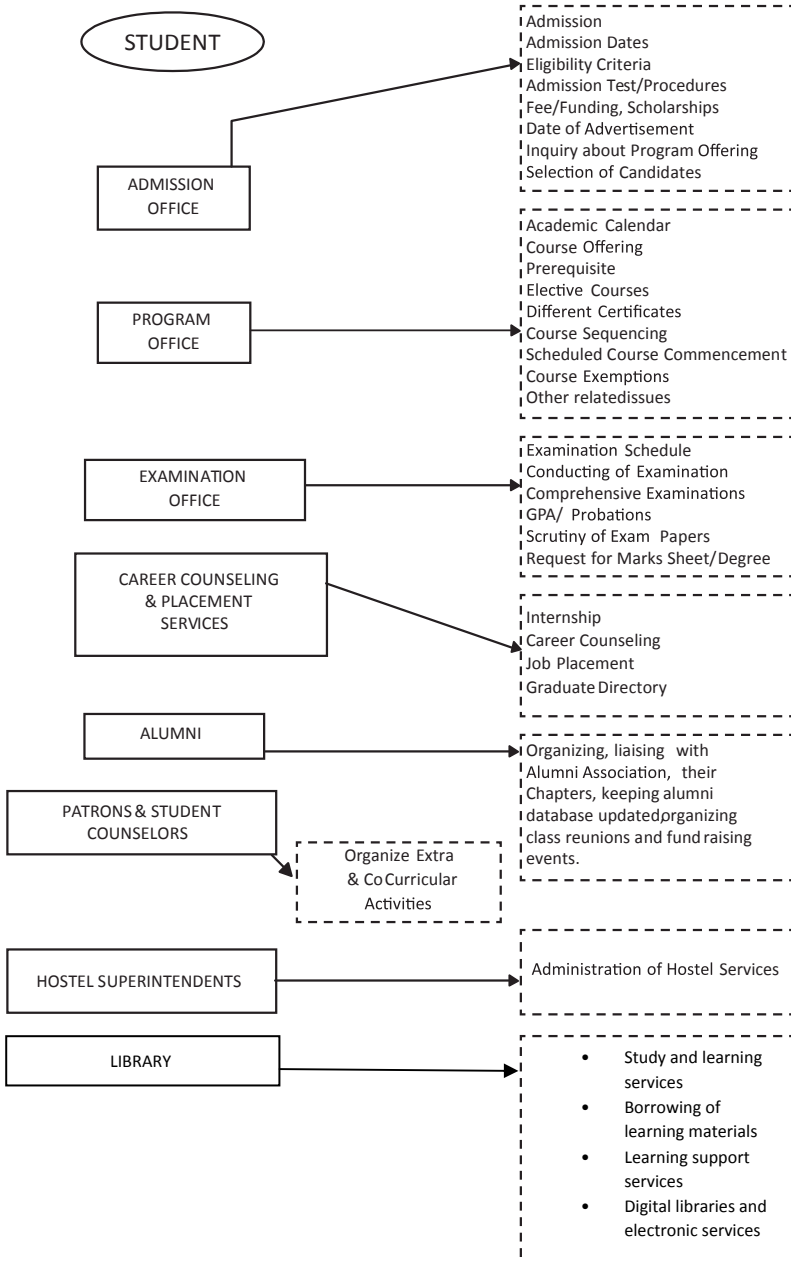
HUMILITY

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.

Organization Chart of IBA



OUTLINE OF SERVICES



LEARNING ENVIRONMENT

General

The IBA seeks to provide a challenging and stimulating environment in which students can realize their individual and group potential in a setting which 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 and 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.
- 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.
- Taking part in any learning or teaching activities, including 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 otherwise.

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 an actual working environment will not only be reflected by the grades you achieve, but also by your self-discipline during the course of your education. The report at the end of the course will also reflect your disciplinary record and level of conduct.

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.

The IBA expects you to:

- Attend timetabled classes, hand in work on time.
- Adhere to the assessment timetable.
- Spend sufficient time in the preparation and completion of assignments to do justice to your ability.
- Make appropriate use of the facilities provided, within the published regulations and guidelines.

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. Such questionnaires are important for the benefit of your peers and students in upcoming batches. We will be grateful for your full and prompt co-operation in completing these questionnaires in a constructive and objective way. You will be able to access the Online Course Appraisal System at the IBA portal. Faculty Evaluation occurs once a semester; after the second term exams. This data is used by the Associate Deans and Chairpersons for Faculty Evaluation.

Mentor Scheme

While a lot of emphasis is placed on providing you with Management and IT related skills, 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 to a lecturer, known as the mentor, who will be responsible for your professional development. The mentor will also function 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. The Class Representatives form a vital communication link between the students and the Institute. The Class Representatives will play an important role in facilitating mutual understanding between the Institute's management and the student body.

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. You should always maintain the cleanliness of the classrooms in order to preserve an environment that is advantageous to learning.

Lecture Timings

Full-time students

Lectures are held from Monday to Saturday. Morning lectures normally start at 8:30 a.m. Lectures have a duration of upto 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.

FACILITIES

General

The Institute of Business Administration, Karachi has two campuses spread over 72 acres of land. The institute facilities are immaculately maintained in line with the IBA tradition of excellence in all facets of its activities.

The facilities and infrastructure at both campuses has six academic premises providing as many as 60 classrooms, seminar rooms, computer labs, two student residential facilities, a sprawling student center to host the students extra / co-curricular activities and a set of visiting faculty residences. All spaces are centrally air-conditioned, have backup generators and are fully equipped with the latest Audio-Visual facilities, 100 Mbps bandwidth, Wi-Fi connectivity, video conferencing facilities to boost the overall learning endeavors. The residential facilities for students include a one hundred rooms boys' hostel and a ninety six beds girls hostel.

The IBA Main campus is located in the environs of the Karachi University's Complex with access from Abul Hasan Isphani Road, it houses the Administration and Faculty Offices, Academic Blocks, Library and Auditorium Buildings. The residential areas, comprise a Boys' Hostel and the IBA Staff Town, which also houses the Girls' Hostel and the Visiting Faculty Residence. Additionally, the main campus is the venue of a sprawling Alumni Student Center that houses an Amphitheatre, an Event Hall, a Dining Hall for 150 students, Indoor Sports Facilities, a gym each for male and female students and outdoor sports fields for Cricket, Football, Tennis Courts, Volley Ball Court, Basket Ball Court and a Jogging Track.

The City Campus is in the heart of the business district of the city. It houses the Chinoy Administration Block, the Faysal Bank Academic Block, the Habib Bank Technology Block and the Center for Executive Education which together field excellent premises for various regular and executive education programs. Existing facilities include eighteen class-rooms, four IT and Computer Laboratories apart from offices and lounges. The campus is also the venue of two major construction projects namely, building of fourteen-storey instructional-cum-residential premises namely the IBA - Aman Tower and construction of a modern Jahangir Siddiq auditorium with a capacity for 350 students, these are to be completed by end of 2014.

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 a small 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 range of food service facilities and serve a variety of menu items. The Khawar Butt Gymnasium provides 'separate gymnasia' 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 200 persons, and a roof top located Amphitheatre with seating available for as many as 600 people.

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, 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.

Attached to the Center also are an array of outdoor sports facilities that support the fitness and wellness of students through a range of outdoor team sports and their championships. These include a professionally developed cricket pitch with surrounding grassy field and jogging track, a football field, tennis courts, and basketball, volleyball courts.



Library Services

Libraries have, from time immemorial, remained the greatest source of knowledge and information for mankind. Although advances in information and communication technologies have enabled faster access to information through the Internet but the pivotal role and significance of a library as physical space equipped with contemporary technologies in the propagation of knowledge cannot be diminished.

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 discussions should be carried out in classrooms.
- 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.

Library Facilities

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.

- a. Information Resources Both campus libraries house over 50,000 volumes on the subjects directly related to the academic programs being offered at IBA i.e. Business, Management, Marketing, Finance, Computer Sciences and other related areas of interest. To keep its learning communities abreast with cutting-edge concept, libraries also subscribe to over 55 international & local journals and newspapers. Libraries are regularly updated with latest learning materials like books, case-studies, online resources (e-books and e-journals). Classified sources of information i.e. annual reports of stock listed companies, research published by educational institutions, international & local research organizations, and government agencies are also made available to facilitate indigenous research.
- b. Digital Database Campus-wide and remote access to very rich collection of multidisciplinary online resources or digital databases, in full-text consisting of e-books, e-journals, case studies and industry related research analysis reports

is the core of library collections and services. Currently, library subscribes to around 25 e-databases to provide access to around 10000 e- journals and 50000 e-books. Details are available on the website.

c. Information Services IBA libraries offer host of information services with comprehensive portfolio designed around broad spectrum of concepts with the thrust to proactively support the course, teaching, academic and research needs of the students, faculty, staff, and other stakeholders. Some of very essential and basic information services conceptualized to contribute into scholastics of our learning communities are:

- Information and helpdesk
- Lending services, with various borrowing privileges, Renew, Hold, Reserve, and Recall
- Reference services extensively manipulated for research and teaching support
- Research literature searching services
- Information searching & handling skills trainings

d. 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.

e. 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

** 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.
 - Library is a quiet study place, do not make noise, and speak in a low voice and gently so that others who want to concentrate may not get disturbed. 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 phone and make sure that the cell phone is on silent mode.
 - Treat library materials you use with care, do not mark, underline, and 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 and 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.
 - 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.
- g. Library Fines and Fees Books or materials borrowed from the library must be returned on or before due date and time, following charges otherwise may occur:
- General collection (7 day or 14 day Books) - PKR 10/- per day per volume, maximum to the replacement cost of an item.
 - Reserve, reference, temporary and overnight books or materials - PKR 10/- per library hour, maximum to PKR 5,000/- or replacement cost, whichever is higher.
 - Replacement cost for the lost or damaged materials would be calculated as ‘current list price’ of an item by adding 50% of ‘current list price’ as processing fee.
 - > Another copy of the lost/damaged book /item may be accepted, considering it is original with the same ISBN or later edition and 50% of the current list price is paid as processing fee.
 - > Current list price is determined as: average list price of an item provided by the publisher at its website or at Amzon.com, or library.alibris.com, or supplied by the local vendors excluding discounts, if any, library conversion rates issued by the National Library of Pakistan would be applicable for the currencies other than Pak Rupee.
 - Fine will continue to accumulate on daily or hourly basis on all overdue items until the item is renewed, returned, reaches to maximum fine, or is declared lost either by the borrower or by the Library.
 - PKR 5,000/- in addition to the ‘current list price’ would be charged incase of reported theft or stealing library materials; library also reserves the right to report the incident to the institute-wide disciplinary committee.
 - PKR 50/- is charged for the lost Membership Card or Duplicate Card.
 - Students found in violating expected behavior or breaching library rules will be charged disciplinary fine, determined by the staff on duty depending upon the type of an offence.

h. Key Contacts for Services & Facilities

Description of Services	Contact Official	Location & Extension
General information, queries	Email: library@iba.edu.pk	Circulation Counter Main Campus, Ext. 2271 Hours: 8:30 am to 10:00pm
	Website: library.iba.edu.pk	Circulation Counter City Campus, Ext. 1271 Hours: 8:30 am to 10:00pm

Library orientation, academic & research support, databases	Sumera Gul Deputy Librarian Public Services sgul@iba.edu.pk	City Campus, Ext # 2278 Hours: 8:30 am to 04:00pm
Library helpdesk, membership, borrow, renew, reserve hold, recall, clearance, overdue fine,	Sadia Yaseen Research Services Executive Public Services syaseen@iba.edu.pk	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 sparveen@iba.edu.pk Nusrat Jabeen Assistant librarian Collection Services njabeen@iba.edu.pk	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 bnisa@iba.edu.pk	Main Campus, Ext # 2273 Hours: 8:30am to 04:00pm
Research help, in-class tutorial sessions, information handling skills training, referencing and citing using EndNote, library administration, comments, suggestions, & complaints	Muhammad Anwar Head Librarian anwarch@iba.edu.pk	Main Campus, Ext # 2277 Hours: 9:00 am to 05:00pm

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

Main Campus	City Campus
- Monday to Saturday 08:30am to 10:00pm - Sunday timings are announced separately through email as required. Generally main campus library remains open from 10:00 am to 06:00pm on Sundays.	- Monday to Saturday 08:30am to 10:00pm* - Extended timings on Sundays from 10:00am to 06:00pm during exam days or as required.

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 9:30 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. S.M. Ali MCL3
2. Salman Ashraf MCL2
3. M. Irfan MNL1
4. Wajid Abbasi MTL4

Evening Shift - Main Campus

1. M. Furrukh MTL4

Lab Managers and their Contact Information

Asjad Asad Siddiqi (Main & City)

Manager P & CS & LABs

aasad@iba.edu.pk

Ext-2107

Abdul Qadir (City Campus) Network Manager aqzaki@iba.edu.pk

Ext-1120

S. M. Ali (Main Campus) Assistant Manager ICT Labs smali@iba.edu.pk

Ext 2108

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. Conveniently located, the dramatic savings in time and the expense of travelling to conferences or out of campus meetings are some of the major benefits of using this facility.

Share documents and presentations, attend lectures, demonstrate new ideas. Hold meetings and collaborate on new campaigns and ideas, no matter how dispersed across the globe your participants may be.

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

Zeeshan Khan (Main Campus)

zkhan@iba.edu.pk

0333-3938864, Ext-2104

Asif Ali (City Campus)

asifali@iba.edu.pk

0333-2458562, Ext-1119

Wi-fi

IBA entered in to an e-revolution by making its both the campus and hostels available with Wi-Fi facility. This provides mobile users with a seamless connection to the corporate network (Intranet and Internet) for browsing, presentations and documents around the campus.

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

Atif Anwer (Main Campus)

atifkhan@iba.edu.pk

0322-2687376 Ext-2109

Noman Abrar (City Campus)

nabrar@iba.edu.pk

0300-2891220 Ext-1123

IP Telephone

IP Telephone shall allow the students to make calls between the campuses and hostels free of charge. IP telephony service is also available at the hostels. Students can avail the facility at the desks of Security Guard or the Hostel Incharge. Calls can be made outside the campus also from these two locations.

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 and attractive features 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 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.

Social Media

IBA's evolution over the past five years has extended beyond just infrastructural and academic development. We understand that modern business schools in the contemporary digital age 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 and other important dates and information
- 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.
- 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 patient, other 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 College marks or images on a personal or club site. The College 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 of 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.

Political Endorsements

When posting on behalf of a student organization, students should not endorse or support any political candidate. Student Code of Conduct and Discipline Policy and Procedures. To stay updated with happenings in and around IBA:

- Visit our website: 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/ibaedudotpk>

Hostel Accommodation

The IBA (Main Campus) provides accommodation facilities for its students outside Karachi and from abroad. The charges in Fall 2013 for hostel accommodation are Rs. 36000/- per semester, with an additional Rs. 1000/- (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, 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.

Hostel Rules

Please make note of the following rules that govern admission to, and stay in, the IBA Hostels:

1. Only regular students of IBA are eligible for admissions in the IBA Hostel. However, in exceptional cases, other students may be permitted to stay in the hostel for a short duration with the Director's approval.
2. Students taking admission in the hostel shall submit an application or an admission form in duplicate, duly completed, along with three passport size photographs to the Hostel In-charge/ Superintendent, who will be responsible for allotting rooms.
3. Allotment of rooms shall be made after the candidates have produced the payment receipt from the designated bank.
4. The applicants will have to furnish a written guarantee from their parents / guardians, holding them responsible for the payment of the Hostel dues, in case of their wards failing to make the payment. A written guarantee shall also be provided by the resident and his/her guardian regarding observance of all Hostel rules.
5. Caution money is only refundable after the declaration of semester results and shall not be adjusted at the time of issue of clearance certificates.
6. Students/boarders are required to deposit the security deposit as well as monthly charges for the entire semester in advance at the time of admission to the Hostel. The Hostel charges shall be determined by the IBA. The Hostel charges will be fixed by the Finance Committee of the Board of Governors of the IBA from time to time.
7. Residents once expelled from the Hostel shall not be admitted again or allowed to stay in the Hostel.

Hostel Regulations

During your stay at the IBA Hostel, you will be required to abide by certain regulations, failing which they risk expulsion both from the Hostel and the Institute. For this purpose, Hostel resident are to make note 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.
5. Residents should not disturb their fellow residents by playing radio, music player or any such instruments at a high volume, or by any other discomfort.
6. Silence hour should be maintained strictly after 10:00 p.m. in the Hostel so that residents can devote their time to studies.
7. No societies shall be formed and no meetings shall be held within the premises of the Hostel.
8. Residents are not allowed to give tips or make any other kind of payment to the sweepers, bearer, or any other employees of the Hostel.
9. 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.
10. 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.
11. Residents are prohibited from keeping any kinds of arms, ammunition or intoxicants / drugs in their possession. Non-observance of this rule shall be severely dealt with. Residents who are found in intoxicated condition will be expelled from the Hostel on a 24 hours' notice and not allowed to avail the facilities of the hostel again.
12. 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/Manager 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.

13. Residents should leave the Hostel within one week after the declaration of their last examination results and report their departure to the Superintendent / Manager.
14. Residents shall be under obligation to conform to all the rules and regulations that may be enforced in the Hostel from time to time.
15. All residents should be in the Hostel by 11:00 p.m. 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 register if they so desire. A suitable fine will be imposed on the boarders habitual of coming late.
16. Female visitors shall be received only in the office of the hostel manager and under no circumstances will female visitors be allowed to enter individual rooms / common user spaces.
17. 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 and Director.
18. 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 Manager / Superintendent.
19. No resident(s) shall be allowed to take any crockery into his/her room without prior permission of the Mess Manager.
20. No resident shall open the door of another resident's room without his/her permission.
21. All cases of illness should be immediately reported to the Hostel Superintendent, who shall make necessary arrangements for medical help.
22. 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.

For further information regarding the IBA Hostels, please contact **Mr. Jami Moiz** (Superintendent Boys' Hostel, Ext: 264) and **Ms. Mahreen Nazar** (Superintendent Girls' Hostel, Ext: 2603).

Transport Services

The IBA provides transport facilities for its students at a cost of **Rs. 25000/- per semester**. Students wishing to avail this facility should contact the IBA Transport Personnel at extension **2005** 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:

STUDENTS BUS POINT ROUTES FOR IBA MAIN CAMPUS		
Point - A (IBA Hino Bus) Registration No.EB-2245 Time:7:00 a.m - 8:15 a.m. 4:00 p.m. - 6:30 p.m	Point - B (IBA Coaster) Registration No. GA-6867 Time:7:00 a.m - 8:15 a.m. 3:00 p.m -4:15 p.m 5:00 p.m. -6:00 p.m.	Point - C (IBA Coaster) Registration No. EB-2244 Time:7:00 a.m - 8:15 a.m. 4:00 p.m - 6:30 p.m.
IBA City Campus, Saddar	Main Campus	IBA City Campus/Numaish
Metropole, Clifton Bridge	Saforath Chowrangi	PECHS/Khalid Bin Walid Road
Schon Circle/Boat Basin	Malir Cantt./Askari-V	Medicare Hospital
Abdullah Shah Gazi	Malir cantt. Gate No.5	Better Homes, Liberty
Defence/Ideal Baker	Malir Cantt. Gate No..6	Kashmir Road, Jail Road
Saudi Embassy, Sultan Masjid	Race Course Ground	LNH, Dohrajee
Defence Phase IV, II	Saforath Chowrangi	Aga Khan University
Hino Chowrangi	Rizvia Society/Chapal Garden	National Stadium
Baloch Colony Fly Over	Dow Medical University	Hassan Square
Shahra-e-Feisal	Aga Khan Flate	Sir Syed University
Askari Petrol Pump	Joohar Chowrangi	NIPA
NIPA Fly Over/NIPA	Kamran Chowrangi	Safari Park
Sir Syed University/ K.U Silver Jibilee Gate K.U Staff Gate No.1 Main Campus	Mosamyat/K.U. Staff Gate No.1/ Main Campus	Maskan/Main Campus
Point - D Private Coaster Time:7:00 a.m. - 8:15 a.m.4:00 p.m - 6:30 p.m	Point - E (IBA Coaster) (Registration No.GA-6869) Time: 7:00 a.m - 8:15 a.m. 4:00 p.m - 6:30 p.m.	Point - L (IBA Bus) (Regn. No.GA-7901) Time: 7:00 a.m - 8:15 a.m 4:00 p.m - 6:30 p.m
IBA City Campus	City Campus, Saddar	City Campus, Saddar
Gurumandir, Lasbela, Golimar	Mehran Hotel	Metro Pole, Clifton Bridge
Nazimabad & North Nazimabad	Cantt. Station, Gizri	3 Talwar, 2 Talwar
Inquiry Office	Gora Kabrustan, Nursery	Licence Branch Clifton
Matric Board Office	Awami Markaz, Karsaz	Abdullah Shah Ghazi
Husain D'Silva Town	Dal Mian Road	Sea View, DHA Phase-VIII
Nusrat Bhutto Colony	Askari Petrol Pump	Kala Pul, Gora Kabrustan,
Sakhi Hassan, Nagan Chowrangi UP More	Johar More	FTC Building Nursary, Karsaz, Dalmiyan

Five Star, Tahir Vila, Cafe Piala	Johar Chowrangi	Askari Petrol Pump, NIPA
Ayesha Manzil, Mukka Chowk	Safari Park	Safari Park
Azizabad, Gulshan 13-D/1	Sui Gas Road	Maskan
Gulshan Roundabout/Main Camp	Maskan/IBA Main Campus	IBA Main Campus

STUDENTS BUS POINT ROUTES FOR IBA CITY CAMPUS

(Point - G) (IBA Coaster) (Registration No.JB-0036) Time: 7:00 a.m - 8:15 a.m 4:00 p.m. - 6:30 p.m. (Mursaleen, Driver Cell No.0300-2404571)	Point - H (Private Hi-Ace Van) Time:7:00 a.m - 8:15 a.m 4:00 p.m. - 6:30 p.m.(Mr. Mazahir, Supervisor of M/s. Filly Transport Services (Cell No.0331-2742793)
IBA Girls Hostel, Safari Park More	Water Pump/F.B. Area
Johar Chorangi	Ayesha Manzil, Karimabad
Kamran Chowrangi	5-Star, Sakhi Hasan
Johar More	Hyderi, North Nazimabad
Rashid Minhas Road/Ala Din	Nazimabad
NIPA, Civic Centre	Ziauddin Hospital
Stadium Road, Aga Khan Hospital	Golimar
Bahadurabad, Sharfabad	Lasbela
Tariq Road, PECHS	Garden
Numaish, IBA City Campus	IBA City Campus

STUDENTS BUS POINT ROUTES FOR IBA CITY CAMPUS

IBA City Campus	City Campus, Saddar	City Campus, Saddar
Gurumandir, Lasbela, Golimar	Mehran Hotel	Metro Pole, Clifton Bridge
Nazimabad & North Nazimabad	Cantt. Station, Gizri	3 Talwar, 2 Talwar
Inquiry Office	Gora Kabrustan, Nursery	Licence Branch Clifton
Matric Board Office	Awami Markaz, Karsaz	Abdullah Shah Ghazi
Husain D'Silva Town	Dal Mian Road	Sea View, DHA Phase-VIII
Nusrat Bhutto Colony	Askari Petrol Pump	Kala Pul, Gora Kabrustan,
Sakhi Hassan, Nagan Chowrangi UP More	Johar More	FTC Building Nursery, Karsaz, Dalmiyan
Five Star, Tahir Vila, Cafe Piala	Johar Chowrangi	Askari Petrol Pump, NIPA
Ayesha Manzil, Mukka Chowk	Safari Park	Safari Park
Azizabad, Gulshan 13-D/1	Sui Gas Road	Maskan
Gulshan Roundabout/Main Camp	Maskan/IBA Main Campus	IBA Main Campus

Shuttle Service Between Main and City Campus

Timings of shuttle service between the Main Campus and City Campus w.e.f February 3 – June 12, 2014 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 Hostels			Departure Timings From City Campus	
		Friday		
Girls Hostel	7:40 a.m.	7:15 a.m	City Campus	9:55 a.m
	7:45 a.m.	7:20 a.m	Friday	9:25 a.m
	7:50 a.m.	7:25 a.m		
		Friday	City Campus	11:55 a.m
Girls Hostel	9:40 a.m.	9:15 a.m	Friday	11:25 a.m
Main Campus	9:55 a.m.	9:25 a.m		
Boys Hostel	9:58 a.m.	9:28 a.m		
		Friday	City Campus	1:55 p.m.
Girls Hostel	11:35 a.m	11:20 a.m	Friday	1:25 p.m
Main Campus	11:55 a.m.	11:25 a.m		
Boys Hostel	11:58 a.m.	11:28 a.m		
		Friday	City Campus	03:55 p.m
Girls Hostel	1:45 p.m	1:15 p.m	Friday	4:40 p.m
Main Campus	1:55p.m	1:25 p.m		
Boys Hostel	1:58 p.m	1:30 p.m		
		Friday		
Girls Hostel	3:45 p.m	4:30 p.m	City Campus	6:00 p.m
Main Campus	3:55 p.m	4:40 p.m		
Boys Hostel	3: 58p.m	4:45 p.m		
Girls Hostel	5:00 p.m		City Campus	08:00 p.m
Main Campus	5:10 p.m		Friday	No Shuttle
Boys Hostel	5:15 p.m			
		Friday	City Campus	9:30 p.m
Girls Hostel	5:50 p.m	No Shuttle	Friday:	9:40 p.m
Main Campus	6:00 p.m			
Boys Hostel	6:05 p.m			

For any further information please contact to Mr. Rashid Ali Khan, Manager Transport Mobile No.0345-2168106, Ext.2005 (E-mail: rkhan@iba.edu.pk).or Mr. M. Rafiq, UDC, Cell No.0302-2954148, Ext.2019.

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.

PERSONAL & INSTITUTIONAL SECURITY

‘Security’ has become a subject of immense importance and concern at both personal, 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:-
 - i. Badly lit areas.
 - ii. Quiet residential isolated areas.
 - iii. Single lane road where possible.
10. Preferably use a trusted driver.
11. Do not divulge your travel plan to driver until last moment.
12. Driver should not sit in the car when parked.
13. Use tracker device for car and self.

14. WHEN IN VEHICLE:-

- Preferably keep two wallets.
- Keep an additional cheaper phone (the other being on silent mode).
- 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 jewelry etc 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.

15. Keep low profile.

16. Maintain regular situational awareness

17. 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. Whatever possible, stay on the roads having fast moving traffic
- d. If anybody blocks your road. Try to choose an exit point even if it means damaging your car to escape the blockade.

18. 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.

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

20. VEHICLE SECURITY

- a. Install Vehicle Alarm system. The latest Satellite Vehicle Tracking system not only secure 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 are 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 or incident or in any case of mishap with the student's personal belongings.
- b. Display your IBA identity cards As part of an ongoing effort to maintain good security practices, 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 area 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.
- e. Avoid horseplay, 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-togethers. Avoid late night functions.
- g. Filter terrorizing messages and rumors 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 I 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 etc in the campus.
- l. Be careful with your Cell Phones Do not respond or receive any unknown miscall/ call. Usage of Cell Phones in Classrooms and Library is forbidden.
- m. 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 saving precious time and resources.

Pedestrian Safety

It is important to be careful when you are a pedestrian, especially on the road. Here are some useful tips when walking:

- 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

1. Car stickers for IBA students, staff and faculty 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, Sons, or Daughters). 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.
2. Parking of vehicle inside IBA premises would be allowed only during the period when the individual is physically present in IBA.
3. The validity of the Car Sticker will be for a maximum period of one year.
4. Person to whom the sticker is issued will undertake to park his / her vehicle in the assigned area namely for area earmarked for faculty, staff, students or two wheeler as the case may be.
5. 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.
6. 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.
7. 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.
8. 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.
9. Carpooling /ride sharing is a good practice. However, only car with student driver is allowed to enter through gate 4, passengers if any should be dropped off for entry through gate ‘1’ for entering into the campus. The vehicle carrying the sticker must stop at the barrier for security check and follow instructions of the posted security staff if they are requested by them to follow a specified route / park in an assigned slot.
10. Vehicle should not be accelerated beyond 15 to 20 kmp/h
11. Cars with tinted glasses are not allowed to enter the campus. If your car has tinted glasses, keep all four windows glass slide down so that guard can see inside.

12. 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.
13. Please refrain from playing music in your vehicle inside the campus.
14. Park your vehicle in an orderly fashion so that it should not block the way of other vehicles.
15. Vehicle with luggage including but not limited to boxes, bags etc are not allowed to enter in campus.
16. 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.
17. Vehicle owners are to properly secure their vehicles with dual lock system etc. Better to have your vehicle insure.
18. 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 Car Sticker:

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

- a. Bona fide Students, Staff, and Faculty/Boards apply to the Security Coordinator of the campus on the prescribed form which can be downloaded from the IBA Portal. Student Applications are to be endorsed by the concerned Program Office and Faculty / Staff application is to be endorsed by the campus Admin Officer.
- b. Attested copies of the following documents are required to be attached with application form:
 - i. CNIC
 - ii Car registration book
 - iii IBA identity card/last fees deposit slip(for student)
 - iv. Valid driving license
- c. Deposit old / expired sticker issued if any.
- d. Deposit a sum of Rs 50/- in cash as sticker processing fees for initial issue and Rs.100/- for reissue in event of loss / (receipt will be provided.)
- e. Upon receipt, the Stickers are to be displayed on left top corner of wind screen of your Car.
- f. A Maximum two stickers can be issued to one person.



Institute of Business Administration Karachi

Leadership and Ideas for Tomorrow

Serial No. _____

IBA SECURITY DEPARTMENT

BARRIER PASS (VEHICLE ENTRY STICKER) REQUISITION FORM. 2014-15

Name of Applicant: _____ Father's Name: _____

C.N.I.C No: _____ Student Reg / Emp Code No: _____

Present Address: _____

Category of applicant:

Students	Staff	Faculty	Management	Board Member
----------	-------	---------	------------	--------------

Class: _____ Section: _____ Department: _____ Campus:

Main	City
------	------

Type of vehicle:

CAR	Motorcycle
-----	------------

 Reg No. _____ Make _____ Model _____

Color _____ Name of actual owner of the vehicle (As mentioned in the registration book). Relation of applicant with the actual owner of vehicle (If vehicle not registered against the name of applicant).

Applicant's Contact Nos: PTCL NO. _____ Cell No. _____

It is to certify that information given above is correct and I have read all the instructions given over leaf. I am agreeing to abide by the same in true letter and spirit, in case of failure IBA Karachi is empowered to cancel issue sticker without assigning any reason.

Dated: _____

Applicant's Signature

VERIFICATION BY PROGRAM OFFICE FOR STUDENTS. FACULTY COORDINATOR FOR FACULTY & ADMIN OFFICE FOR STAFF/ MANAGEMENT

It is to confirm that the applicant is bonafide **Student, Faculty, Staff, Management or Board member** of IBA Karachi enlisted at

Main	City
------	------

 Campus.

Date & Stamp: _____

Name and Sign of Concern Officer : _____

Applicant is required to enclosed Attested Photo Copy of Following Documents

- (a) C.N.I.C (b) Vehicle Registration Book (first 3 pages only) (c) Valid Driving License

Own	Driver
-----	--------
- (d) IBA Identity Card / Current Fees Deposit Slip (Student only) (e) Old sticker (original) if issued to be returned
- (f) Authority letter/ NOC, if the vehicle registered against the name of company/ organization or someone else other than the applicant. (g) Motorcycle entry card requester encloses 02 x photographs (1" x 1" size).

Note: For renewal of barrier pass (Vehicle Entry Sticker / Card) just submit the duly filled Form with old sticker. For renewal of motorcycle card only provide 01 X photographs, old card along with duly filled form.

FOR SECURITY OFFICE USE ONLY

Date of Receipt application: _____ Old Stickers No. _____

Already issued (New) Sticker No: _____ New Sticker No: _____

Valid Up to _____ Office Assistant Remarks: _____

Security Officer: _____

(Must read the instructions carefully given overleaf, please)

STUDENT SOCIETIES

In order to inculcate leadership qualities among the students, it is essential that extra-curricular, co-curricular and community service activities are planned, organized and managed by the students themselves. Hence, the IBA has a total of 26 student/clubs functioning under the aegis of the respective patrons in consultation with the IBA Student Council (ISC).

Aim of the Societies/Clubs

The main purpose of the Student Societies is to provide opportunities to IBA students to nurture and display their real talent in various fields, such as sports, drama, music, art, photography etc., rather than simply going through the ritual of padding their CVs with positions occupied in the societies. Through event management activities, these societies also serve to provide opportunities to students to exercise leadership, management, social and teamwork skills.

Composition of ISC & Societies

The office bearers of the ISC will be elected through a general poll conducted annually and simultaneously at the two campuses in which all IBA students will cast their vote. The office bearers of ISC will consist of:

- a. The Dean / Director..... Ex office President.
- b. Vice President
- c. Treasurer
- d. Campus Coordinator
- e. Six members from the Executive Committee, three from the Graduate and three from the Undergraduate Programs.
- f. Student Counselor will be the Advisor to the ISC and all the Societies

Office Bearers

Each society is represented through an elected panel of “office bearers” who once elected abide by the rules and regulations as per “Code of Conduct” of IBA. They are responsible to manage the events of their society successfully whilst maintaining the boundaries laid by IBA. Office Bearers select the required Management Team (MT) for every event and maintain an environment which is non political and a learning environment, guided by the Patron of the society throughout the event.

The ISC will organize all non societies / clubs related social events, allocate the budgets for the societies and oversee their activities. Each society will be elected by the active members who will enroll themselves in the first week of September. The principal functions of the ISC will include the following:

- Organizing all social functions such as annual dinners, picnics, excursions, social get-togethers.
- Recommend the allocation of budgets for the societies in accordance with their respective event calendar.
- Guiding, helping, supervising and facilitating the activities of all the student societies

Each society will have a faculty member as Patron. The societies will be administered by office bearers, who will work under their respective patron. Typically the following shall comprise the office bearers of respective society:

- a. Manager
- b. Coordinator
- c. Treasurer
- d. 2 or 3 EC Members

Duties of the Office Bearers

Student office bearers will be primarily responsible for planning, organizing and managing all the events of their societies. Patrons will advise, guide and counsel them and will have the authority to ensure that all financial controls are observed and that no financial irregularity takes place in the affairs of the society. In case the Patron feels that any event proposed by the office bearers may tarnish the image of IBA or create security problems, he / she will bring this to the notice of the Dean & Director. The office bearers 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. The estimated amount to be generated through sponsorship, and
- b. The amount needed from IBA.

A member of the Department of Finance will act as the financial advisor / controller to the ISC and all the societies, and will advise and guide them in their financial matters according to the procedures laid out. He will also have the expenses audited the same year.

Each society is expected to organize at least one mega event. Each society will prepare a Calendar of Events (COE) for the whole year that will be submitted to the ISC which will ensure that there is no overlap or duplication. Joint events by different societies will be encouraged and promoted.

Offices of the Societies

The Alumni Student Center (ASC) has 3 cubical earmarked as space for society offices on the first floor. These offices will be used on rotation by the office bearers for managing various events of their respective society. The Building Incharge of ASC will receive request from the society/club manager and book the space for a maximum of 2 days before the event and 2 days after the event. The ASC also a room on the ground floor to serve as permanent office of the IBA Student Council. This room has 2 cubicals one each for use of the ISC and one for use as the main campus event management office.

Guidelines for Student Societies

- Membership of these societies will be open to every student enrolled at the IBA.
- Each student can be an active member of a maximum of three societies.
- The tenure of the office bearers will be for one year.
- All candidates will have to abide by a **Code of Conduct and oath of offers** in which expenditures on election campaigns will be discouraged.
- An office bearer found guilty of violation of the code of conduct / oath of office will be removed from office and will not eligible to participate in election in future.

Student Societies and Patrons Fall - 2014

S. No	Name of Society / Club	Patron from Faculty
Cluster 1 - CO-CURRICULAR ACTIVITIES CLUSTER		
1	Economics club	Dr. Khadija Bari
2	Entrepreneurship Society	Dr. Shahid Qureshi
3	Finance Club	Dr. M. Ather Elahi
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
Cluster 2 - EXTRA CURRICULAR ACTIVITIES		
9	Adventure Club	Mr. Ameer Rizvi
10	Arts Society	Ms. Sana Fatima
11	Boys' Sports Society	Mr. Asad Ilyas
12	Dramatics Society	Ms. Maria Hasan
13	Girls Sports Society	Ms. Farah Naz
14	Literary Society	Mr. Imran Saqib
15	Music Society	Ms. Yasmin Zafar
16	Photography Society	Mr. Ameer Rizvi
17	Public Speaking Society	Ms. Nadia Sayeed
Cluster 3 - SERVICE ACTIVITIES GROUP		
18	Alumni Society	Mr. Mirza Sardar Hussain
19	Placement Society	Mr. Mirza Sardar Hussain
20	Boys' Hostel Society	Mr. Jami Moiz
21	Community Welfare Society	Ms. Saima Hussain
22	Girls Hostel Society	Ms. Mahreen Nazar
23	Go Green Society	Mr. Mirza Sardar Hussain
24	Iqra Society	Mr. Muhammad Asif Jaffer
25	Media & Communication Society	Dr. Framji Minwala / Ms. Nadia Zaffar
26	IBA Student Council	Mr. S.M. Saeed

FINANCIAL GUIDELINES FOR STUDENTS SOCIETIES, CLUBS & ISC 2014-15

Objective

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

Financing and Budget

1. 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.
2. 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.
3. No refunds are made to students leaving IBA on account of contributions for students' activities once the funds are transferred to dedicated bank account.
4. 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.
5. Each society, at the time of submission of budget, should indicate (a) The estimated amount to be generated through sponsorship, etc. (b) The amount needed from IBA.
6. The Budget shall be allocated to Students' Societies by the Dean / Director IBA.
7. The funds allocated to the Student Society shall only be utilized for purpose / event for which it is approved.
8. Extra incentive amount will be given to those societies/clubs at the time of budget allocation that plan to arrange joint/ combined event(s).
9. 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.
10. 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

- There shall be a calendar of events, prepared by the ISC members, in coordination With the Students' Societies.
- The calendar of events shall be approved by the Students' Counselor.

Financial Proposal

- For each planned event, there shall be proposal approved by the Patron.
- The proposal shall be supported with planned funding and expenditure statement for control purposes.
- The statement shall clearly indicate the funding of events i.e. whether to be financed from allocated budget, sponsorships or both.
- 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

- Each society shall make maximum efforts in arranging sponsorships as per the approved budget plan.
- The sponsorships / contributions from organizations shall be received via a crossed cheque in the name of IBA, Karachi.
- The cheque shall be accompanied with a letter from the donor / sponsor indicating the title of sponsored event along with the sponsorship requirements.
- The office bearers shall be held responsible for complying with the sponsorship requirements.
- The sponsorship shall preferably be received in advance of the event.
- The payments for sponsored events could only be made once the sponsorship amount is received.

Tickets Selling

- Each society shall make maximum efforts to organize the event within the approved budget / sponsorships arranged by them.
- When the sale of tickets for any event is planned, its proposal shall include proper reasoning about the ticket selling.
- The format of the ticket, its required quantity along with the selected serial numbers and the duration of sale shall be approved by the Patron.

- The work order issued to the printer shall indicate the sequence numbers.
- The work order shall also necessitate keeping the ticket format ‘Confidential’.
- All the tickets shall be sequentially numbered.
- Before selling the tickets, all the tickets shall, either be signed, or stamped by the Finance Executive - Students’ Societies for its validation.
- The sale of tickets shall be made by the office bearers authorized by the Patron.
- 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 morning.
- 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.
- 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.
- 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

- There will be a list of prequalified vendors for Printing, Catering and other major expense items common to all the societies.
- Procurement will be made only through these vendors on the basis of lowest cost and best quality.
- 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.
- 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/=

- The market cost comparison shall be arranged for such expenditures above Rs.5,000/=.
- 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.
- The RFQ shall be comprehensive to meet the exact requirement.
- Three GENUINE Quotations shall be arranged. Fake quotations will not be accepted.
- The market cost comparison statement shall be prepared.

- The lowest vendor shall be selected, if not, the work / purchase order shall indicate the JUSTIFIED reasons for not selecting the lowest vendor.
- The comparative cost statement and the work/purchase order, as per the prescribed formats, shall be signed by:
 - the Patron (or by the Students' Counselor in case of ISC),
 - the Manager of the Society (or by the Vice President in case of ISC)
 - the Treasurer
 - and From Finance Department (for pre-audit and funds allocation)
- The work / purchase order will be followed after the above, with signature of the below:
 - the Patron (or by the Students' Counselor in case of ISC),
 - the Manager of the Society (or by the Vice President in case of ISC)
 - and from Finance Department representative

CONTRACTS

For hiring ALL CONTRACTUAL services, including musical bands 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

- Request for an advance against petty cash expenses shall be signed by the Patron (or by the Students' Counselor in case of ISC).
- The ADVANCE shall be disbursed in the name of Patron ONLY.
- Such request shall be made at least five working days earlier to the requirement.
- It shall contain the list of expenses for which advance request has been made.
- It is suggested to use the IBA transport / communication facilities required to arrange the event and shall be approved by the Patron. No reimbursement / adjustment will be allowed for such expenses.
- The office bearers shall be responsible for the timely adjustment (within one week from the date of event) of advance issued against expenses.
- 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

- 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.
- The total of such payment requests for a particular event shall be within the budget approved for such event.
- Utmost efforts shall be made to make all payments directly to the supplier via a crossed cheque.
- 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).
- The advance disbursement will be subject to adjustment against production of receipts/ supports of expenses.
- Payment request shall indicate that the work / procurement has been completed / made satisfactorily.
- The payment request shall be accompanied with the following documents:-
- Invoice from the Supplier with contact details (where applicable GST invoice must also obtained)
- Work / Payment Order signed by the Patron (or by the Students' Counselor in case of ISC)
- Three quotations along with comparative summary
- It is the responsibility of the office bearers to submit the documents for payment on time for timely payments to the vendors.
- Upon receipt of complete documentation (including sponsorship receipt, where applicable), the payment shall be released within five working days by the Finance department
- In case of any non compliance from these financial guidelines the office bearers should be responsible to regularize from the Patron by giving proper justifications, if these justifications are reasonable ONLY then the payment will be released.
- 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

- Upon completion of the event, the Treasurer is required to close that event by submitting receipts and expenditure statement on actual basis.

- Such statement shall indicate savings and approved by the Patron (or by the Students' Counselor in case of ISC).

Financial Advisory / Audit

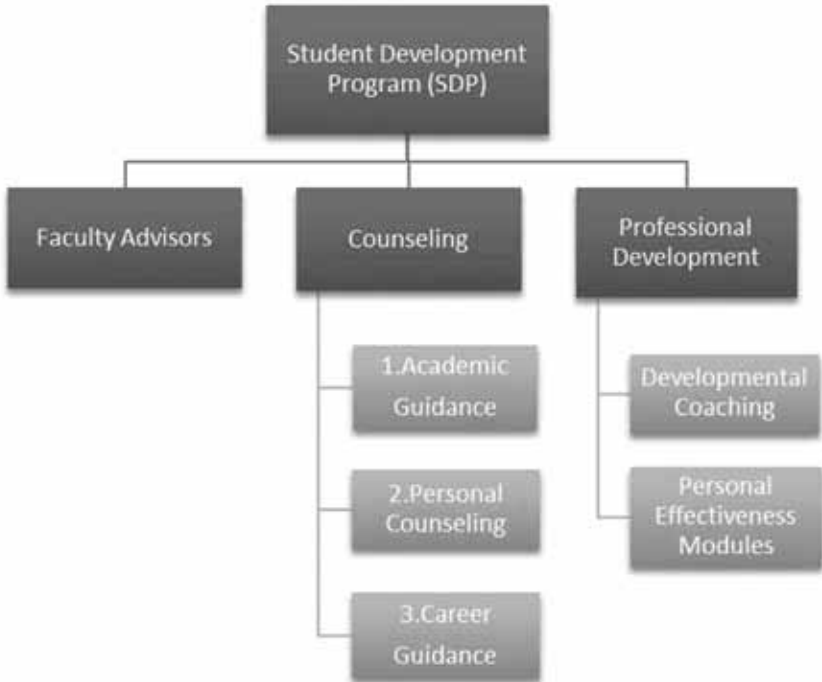
1. Director Finance will act as the Financial Adviser to the Students' Societies / ISC and will advise and guide them in their financial matters according to the procedures laid out.
2. The accounts of the Students' Societies shall be maintained in the manner prescribed in the basic financial guidelines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

Finance Department		
Supervisory Officer: Mr. Moeid Sultan, Director Finance Office: Admin Block (Main Campus): UAN: 38104700-01 Ext: 2300 E-mail: 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 UAN: 38104700-01 Ext: 2306 E-mail: smkazmi@iba.edu.pk	Moeid Sultan Director Finance IBA-Main Campus Cell No. 0301-2522552 UAN: 38104700-01 Ext: 2300 E-mail: msultan@iba.edu.pk

STUDENT DEVELOPMENT PROGRAM

Student Development program is an important component of IBA's approach to a personalized education. Students work on their professional and developmental skills throughout their stay at IBA and create a Development plan that meets their personal and professional goals.

The SDP Model



SDP Activities and Time Frame				
BBA / BS				
First Year	Second Year	Third Year	Fourth Year	
First Semester	Third Semester	Fifth Semester	Seventh Semester	Eighth Semester
Developmental Coaching	Training on six Competencies	Personal Effectiveness - Part One Recruitment Drives (internship)	Personal Effectiveness - Part 2	Job Fair HR Forum Recruitment Drives GD
Responsible Citizen Internship (RCI) Program				
Corporate Internship				
Faculty Advising Counseling				
	1st	2nd	3rd	4th
MBA	Developmental Coaching - Students Assessments on Six Competencies		Training on Competencies Personal Effectiveness Course	Job Fair HR Forum Recruitment Drives GD
Corporate Internship				

Faculty Advising

Faculty advising at IBA is a developmental process which considers students' academic needs, goals, interests and prior education. Faculty advisors promote student success by referring students in need of additional resources to other relevant offices or departments within IBA or outside of IBA. The primary objective of advising is to assist students for making informed decisions concerning their educational goals.

The purpose of Faculty Advising is to help the students at IBA to seek advice, whenever needed about their Academic, Administrative, Social, and Disciplinary or Other problems faced by them during their stay at IBA

Role of Advisee / Student

- Work toward understanding personal interests, skills, goals and values
- Develop an educational plan
- Learn and meet graduation requirements for each major and minor subject
- Meet with an advisor regularly
- Come prepared for advising appointments
- Maintain a file of academic progress

- Become knowledgeable about institutional policies, procedures, and requirements
- Be familiar with and use services available to assist in educational and career planning
- Meet all deadlines
- Follow the guidelines and instruction given by Faculty Advisors and CDC
- Your first and utmost contact for any problem or query will be your Faculty Advisor
- Avail a prior appointment for meeting by emailing your Faculty Advisor.
- In case you have any problem in locating Faculty Advisor, Kindly contact CDC.
- Use official email address provided by institute for all of your communication at all levels during your stay in IBA and afterwards.

Faculty Advisor

Faculty advisors are an integral part of a student's on campus experience. Advising in the developmental sense contributes to a student's total campus performance and must include helping a student think about 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's role includes helping students understand themselves and the institution and connecting the student to the resources available at the Institute. 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. The Advisor facilitates the establishment of a bond between the Institution and the student. 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. An interested Advisor can make the difference in a student's academic success or failure. Advisors will work with students to balance support with challenge, ensure student access to existing resources, and engage in an innovative advising practices. Students should be 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.

Personal Counseling

A Personal Counselor is responsible for personal and psychological counseling for students whose personal problems are affecting their performance. He/She will carry out these duties in strict confidence and will have no reporting relationship with any one on these matters. The Faculty Advisers can also refer such cases to him/her in strict confidence but there will be no further communication with them on this subject.

When it's time to see personal counselor?

When I feel safe to discuss an issue with a counselor directly.

When I realize that my emotional wellbeing is as important as my physical health.

When I am unsure of 'how' to choose courses rather than 'what' to choose.

When I feel 'understood' and received as 'I am', without any judgment.

Outcomes of this intervention

- Self-awareness.
- Interpersonal skills.
- Problem solving.
- Mindfulness (focus)
- Emotional regulation.

Career Counseling

Career Development Centre (CDC) is a focal point and an information brokerage vehicle for graduating students for career guidance. CDC 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 Effectiveness Course

This course is offered to last year students to reassure professional skills in IBA students before they enter into Job market. The course primarily focuses on learning and adapting advance level of soft skills. Students' key competencies are also re-assessed and evaluated during this course.

Personal Effectiveness courses are offered to senior students in order to prepare them for Job market and make them ready to start their career of choice. Following topics are covered in personal effectiveness courses.

1. Myers and Briggs Personality Type Indicators
2. Negotiation Skills
3. The Job Application Process
4. Conflict Management
5. Entrepreneurship
6. Resume Building
7. Critical Thinking
8. Leadership
9. Mock Interview/Panel Interviews

Activities

The Centre for Career Development (CDC):

- Aligns the needs of employers with the competencies of IBA graduates.
- Organizes professional lectures, seminars, panel discussions and workshops on career development and related skills.
- Organizes and facilitates job fair-related activities to maximize exposure for IBA graduates.
- Coordinates job placements and related activities in an efficient and smooth manner acceptable to all stakeholders i.e. students, employers and faculty.
- Seeks the list of students from respective Program Offices who are eligible for internships along with their contact information.
- Creates an electronically linked group for them and asks eligible students to join that group, in order to get internship notices circulated through e-mail.
- We ask top employers what they're looking for, and incorporate these skills into our curriculum.
- A dedicated faculty advisor and career coach help the students to develop a plan to achieve career goals, starting from the students' first term at IBA.
- Through specialized career courses, students build their resume and interviewing skills of the graduating classes.
- Seek and develop relationships with employers throughout Pakistan to increase awareness of the IBA and support career placement goals.

Students Internships

Corporate Internships

Corporate Internships are extremely valuable for students who want hands-on, real-world experience while completing their degree requirements. In addition to gaining great experience to complete classroom learning, corporate internships allow students to develop their resumes and portfolios. They also have the potential to make valuable industry contacts that can be essential to landing the ideal job upon graduation. In some cases, interns can actually work their way up through the company they're interning with, should they decide to stay or receive a job offer.

Work experience in terms of six to eight weeks internship is highly preferred by employers while recruiting fresh graduates. CDC facilitates senior students and corporate organizations for the placements of students on corporate internships in final year of their stay at IBA.

Responsible Citizen Internships (RCI)

Responsible Citizen Internship provides an opportunity to each IBA student to gain practical hands-on experience in community service. This exposure, we hope, will build a sense of deep responsibility and commitment and greater self-awareness among our students about the conditions and needs of the various segments of our society and community in which they will spend their entire adult life. We hope that they would translate this knowledge into good deeds and actions.

As a condition for successful graduation each student enrolled in BBA /BS will have to complete 6 - 8 weeks internship at an organization / project designated by IBA as suitable for community services. This internship will not be a substitute for the regular corporate internship but can be completed at any time after the completion of first year education at IBA.

During this project, students of BBA / BS will work outside of their comfort zone, in groups of 2 or more, on various social welfare projects with known NGO's/ organizations/ projects having a demonstrated track record . CDC Publishes approved list of organizations .

On Campus Recruitment Drives

The CDC offers on-campus recruiting opportunities to employers for recruitment of fresh graduates and senior students at campus. Formal on-campus recruiting activities are typically scheduled from December-July. Most of placements for Jobs and internships take place during these recruitment drives at IBA.

Our Partner employers visit our campuses for recruitment of our students for

internships and Jobs. On Campus Test, Interviews & Group Discussions are also arranged during this time period.

Graduate Directory

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. Approximately 600 graduate directories are sent to our corporate partners in Pakistan and overseas. Graduate Directories are published in January and Process starts from October.

Job Fair

Numbers of employers participate in this exclusive event every year in February, where they meet and talk to graduating students in formal environment. This annual event offers prominent Industry players a great opportunity to Brand and Market their corporate image to emerging leaders. It also provides a platform to students to meet industry representatives and HR professionals and understand their hiring recruitments and process.

HR forum

IBA Career Development Centre (CDC) in collaboration with IBA HR Club arranges the annual HR Forum. IBA HR Forum aims at providing an opportunity for future employers and potential employees to interact with each other, and for the industry representatives to share their insights, expectations, and concerns regarding the graduates produced by IBA. The HR Community becomes aware of what's new at IBA and our plans for the future. As employers, a valuable feedback regarding what organizations are looking for in potential candidates is of immense value for us and our Graduating students.

CDC Team

Mr. Leon Menezes
Program Director CDC
lmenezes@iba.edu.pk

Mr. Ishfaq Ahmed Lashari
Manager CDC
ilashari@iba.edu.pk

Mr. Shiraz Ahmed
Sr. Executive, Students Services, CDC
shirazahmed@iba.edu.pk

General 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.

On-campus use of computers & Cellphones

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. Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty. Use of cell phones for purpose e.g. playing games and/ or exchanging messages in instructional spaces is forbidden.

Cleanliness

Cleanliness of the classes and the IBA premises are the responsibility of those who use them. Litter should not be created. Dustbins are to be used generously and all litter is to be deposited in the dustbins, plates, glasses, bottles and/or cups are to be returned back to the cafeteria. Furniture, fixtures and building faces are not to be defaced / moved from original locations.

Food and Beverages

Students are not allowed to carry cold drinks/tea and edibles to the classrooms, library and computer labs.

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 fresher or any other 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 such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other 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 fresher or any other student by 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 fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any 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

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 be in a neutral and relaxed situation. 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 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.

Social Media

In using interactive media or any other medium of mass communication, IBA students are advised to display and follow the highest standards of good ethical conduct. 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.

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. Holding / carrying out of any such activity at other locations particularly around the instructional spaces during class timings is forbidden. 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.

Smoking

To benefit the health and security of the bulk of the IBA community , it is our endeavor to over a period of time convert 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

Female Student

1. Girls should wear minimum of short sleeves, no sleeveless dresses/t-shirts are allowed
2. Short tops, fitted t- shirts or clothing which is revealing is not allowed
3. Ankle (full) length jeans/trousers are permissible with long, hip length shirts or kurtis.
4. No short length trousers or caprice are allowed
5. Dupattas are desirable.

Male Student

1. Shirts/T-shirts with any inscription, graphics or lettering is strictly prohibited.
2. Brand logos, names, symbols are allowed.
3. Short trousers and open slippers are not allowed.
4. Appearance should be neat and well kept e.g. shaven faces, neatly cut and combed hair, properly maintained beards.

PATTERN OF SANDALS TO BE WORN BY THE IBA STUDENTS (MALE)

AUTHORIZED



Code of Conduct

General

A school of learning is a sacred place. Its sanctity must be ensured at all costs. A disciplined, healthy and congenial environment is essential for the teaching and learning. IBA has a rich history of maintaining a disciplined environment at the campus. The conduct rules in practice in IBA Karachi since its inception aim at inculcating in the students a behavior which reflects a respect of law and of their contractual obligations, a consideration of the rights of others and a code of conduct in academic and non-academic matters, that promotes shared standards of considerate and ethical behavior both on campus and outside the 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 what are violations / indiscipline / acts of misdemeanor and nature of ensuing penalties. The framework includes rules of and regulations which pertain to 'General Conduct' and 'Academic Conduct'.

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

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.
- (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 are to remain confidential and each member of the and Discipline Committee shall abide and comply with the 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

Rules pertaining to General Conduct

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

- Failing to comply with laid down rules / 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 spaces 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 or staging a walkout, a strike or an un-authorized procession.
- Shouting of slogans, making cat calls derogatory to the prestige of the IBA or the reputation of its officers or teachers.
- 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.
- Ragging, physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.
- Use of indecent/foul language, threatening, cursing or harassing any member of the faculty/staff
- Immoral behavior / behavior that interfere with activities authorized, sponsored by IBA, or 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 and insolence.
- Public display of affection including cuddling with members of opposite gender.
- Failing to report any detrimental activity / breach of rules observed in the campus.
- Smoking in areas other than those designated as “Smoking Areas”.
- Indulging in activities prejudicial and detrimental to the maintenance of good order on the campus and in the hostels.
- Being involved in 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 of 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.

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 these 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.
- 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, to represent the IBA in the particular event/activity.

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.

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. While appearing for these exams, students should remember that these exams are crucial to their promotions and academic progress and that any dishonest acts will be detrimental to this progress. 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 may be allocated 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. Students must fill in the title of examination and question numbers clearly on the Examination Answer Booklet and continuation sheets.

- (2) At the end of the examination, the invigilator will collect the Examination Answer Booklet, Question Paper and all used and unused paper. No paper is allowed to be removed from the Examination Hall.
- (3) Students must remain in their seats until the invigilator has finished collecting all the examination materials. Students must leave the Examination Room quietly when instructed by the invigilator.

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.

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. _____

Checklist for Event Management

Think before you tick!

Event Management Plan	Who	When
Check for conflicting events and select a date.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Find and book a suitable venue or location.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Consultation with community/existing users.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Prepare a list of mobile numbers of all performers, participating organizations, service providers (i.e. amusements) and other emergency service personnel (i.e. plumber, electrician).	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Clearly document and communicate key roles and responsibilities of all taking part in the event /function.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Identify types of inclement weather that would prevent part or the entire event from occurring.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Event cancellation procedures developed and circulated to all involved in the event.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Cash handling and banking procedures. Identify safe area for cash handling; assign someone for being responsible for these activities.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Accounting process where external funding is applied.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Emergency Procedures	Who	When
Emergency service personnel contacted & notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance.		
Incident procedures established. Fire Extinguishers provided.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Ambulance in attendance. First Aid officer nominated for the event.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Emergency access incorporated into site plan.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Communication arrangements and protocols developed and circulated to key staff.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Consider appropriate types and levels of security depending on risks and audience and subsequent arrangements for these.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Clean- up Kit, spills management and toilet un- blocking (toilet rolls etc). Include “Slippery When Wet” signs, mops, buckets, disinfectants, paper towels, and gloves.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Public Address or Megaphone available for emergency use.	<input type="checkbox"/> Yes No <input type="checkbox"/>	

Site Plan/Layout	Who	When
Check about booking reserve and obtain approval where appropriate. Site plan (if possible to scale) finalized, distributed and copied on file.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
All services identified and marked out.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Alternative site/set up for inclement weather.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Amusements	Who	When
Identify hire costs & confirm booking.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Identify cancellation payments and timeframes.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Identify set up risks (high winds, wind ground, placement of equipment, fumes etc) and arrange alternative arrangements for these.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Space requirements -including safety zones, car parking I waiting areas and guest drop I collection points.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Supervision levels of amusement agreed and documented.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Set-up and pack-up plans provided to supplier.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Establish a Code of Conduct for operators, have them sign acceptance of the code, provide a copy to them.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Traffic Issues	Who	When
Does the venue have adequate car parking?	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Are road closures required? Are traffic controls required?	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Road closure procedures followed where necessary.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Stall Holders	Who	When
Identify and set up risks for each stall: i.e.extension cords, hot surfaces, exhaust fumes (ice cream trucks), machinery, and use of chemicals and take appropriate measures for these.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Space requirements identified and incorporated into site plan.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Proof of insurance coverage -Public Liability & product liability including level, excesses and exclusions, (obtain copy of certificate of currency /policy).	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Electrical testing	<input type="checkbox"/> Yes No <input type="checkbox"/>	
For food stalls: check status I accreditation with Environmental Health section.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Food stall operators provided with safe food handling procedures -obtain copy of product liability insurance certificate listing exclusions and excesses.	<input type="checkbox"/> Yes No <input type="checkbox"/>	
Set-up and pack-up plans provided to stall holders.	<input type="checkbox"/> Yes No <input type="checkbox"/>	

Performance Program	Who	When
Specify requirements to performers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contract developed confirming fee payments, payment process, cancellation policy/process and code of conduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Identify minimum requirements for performers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reconfirm attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Running Sheet prepared and provided to each performer.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Develop contingency plan in case performers don't arrive, power or equipment failure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Arrangements for crowd control.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Security Requirements	Who	When
Identify security needs required for the event and make provisions for this.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Briefing of requirements to security personnel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Police presence required. Police briefed about event.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Promotion Strategy	Who	When
Media Management Plan developed -identify spokespersons (s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Consultation I notification of affected residents & businesses.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Check signs and banners and obtain approval where appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Volunteer Management	Who	When
Register volunteers. induction of volunteers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Development of event, volunteer duty statements: roles & responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact persons identified for volunteers on the day	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Follow up inspections - 24 to 48 hours prior to event	Who	When
Electrician to check electricity supply at the event venue.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Plumber to check toilet and supplies.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Follow up inspections - day of event	Who	When
Check if venue is fit for purpose (particularly consider outdoor surfaces)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hygiene and food handling - inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Follow up inspection - after the event	Who	When
Site cleared of signs and rubbish. Bins emptied and toilet facilities cleaned.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Debriefing meeting planned and taken place,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

IBA Social Decorum

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, level of sophistication, economic heritage, 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.

IBA Demeanor

- 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.

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 Faysal Bank Ltd. (List of Bank Branches Enclosed)
 - Deliver a crossed Cheque/Pay-order/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.

No	City Name	Br. Code	IP No.	Branch Name	Branch Address	Contact Nos.
1	Karachi	All Branches				
2	Lahore	148	1109	Main Boulevard Gulberg Branch	59-A Main Boulevard Gulberg Lahore	042-35787837
		112	1112	Mall Branch Lahore	43 Shahrah-e-Quaid-e Azam Lahore	92-042-7314051-54,111-747 747 Fax: 92-42-7236018
3	Islamabad	113	3010	Islamabad Jinnah Avenue Branch	15-West Jinnah Avenue, Blue Area Islamabad	92-51-2275096-99 Fax:92-51-2275095
4	Rawalpindi	120	3120	Rawalpindi Haider Road Branch	32, Haider Road, Rawalpindi	92-51-5701018-22 Fax: 92-51-5525879
5	Peshawar	114	3114	Peshawar Cantt, Branch	Cantonment Plaza, Supermarket, Saddar Road, Peshawar	92-91-5270176-78 Fax:92-91-5270631
6	Quetta	115	6026	Quetta Branch	Shahrah-e-Adalat, Quetta	92-81-2836451-2

Objective

The Institute is required, by its own regulations and for reasons of sound financial management, to ensure that all students of the Institute are informed regarding the fees to be charged by the Institute, how they are to be paid and the conditions under which refunds may be given.

Purpose

This document defines the management of processes related to the setting of fees, charging of fees to students, and refund of fees.

Scope

This policy applies to all students who are required to pay fees and other charges to the Institute.

This includes, but is not necessarily limited to:

- Tuition fees:
- Admission fee and other charges
- Penalty fees/fines

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 (even in case of enrollment in 4, 5 or 6 courses).
- (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: <ul style="list-style-type: none"> • Full (100%) fee Refund • Half (50%) fee Refund • No (0%) fee Refund 	<ul style="list-style-type: none"> • Full (100%) of the tuition fee shall be refunded up to 7th day of convene of classes. • Half (50%) of the tuition fee shall be refunded from 8th -15th day of convene of classes. • No fee(0%) shall be refunded from 16th day of convene of classes.
2	IBA cannot provide the academic study offered	<ul style="list-style-type: none"> • 100% of the student tuition fee shall be refunded.
3	Change of Classes	<ul style="list-style-type: none"> • 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.
4	Credit Balance	<ul style="list-style-type: none"> • When there are credit balances on student accounts due to overpayment of levied charges, students may request a refund of the balance.
5	IBA withdraws an offer of admission to a student	<ul style="list-style-type: none"> • 100% of the tuition fee shall be refunded if student does not meet the criteria of provisional admission. • 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.
6	IBA excludes the student due to poor academic performance	<ul style="list-style-type: none"> • If any student does not meet the minimum CGPA (2.2 criteria, • 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
7	IBA suspends or expels the student due to academic misconduct	<ul style="list-style-type: none"> • 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.
8	Semester Gap	<ul style="list-style-type: none"> • Tuition Fee paid in advance shall be adjusted to the coming semesters, if student is allowed a semester gap by IBA administration. • 100% of the tuition fee shall be refunded if classes not yet commenced. • No tuition fee shall be refunded after commencement of classes.
9	Extraordinary Circumstances	<ul style="list-style-type: none"> • 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)

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 Rs. 10,000/-
+ Transcript Charges Rs. 1,000/- } at the time of Admission in IBA

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.

Contact Details

Finance Department	Financial Aid Office	Student Societies
Moeid Sultan Director Finance IBA-Main Campus Cell No. 0301-2522552 Phone: 021-99261532	Tanveer Ahmed Senior Executive Financial Aid IBA-Main Campus Cell No. 0322-9099100 VAN No, 111-427-427. Ext # 2312	Syed Mahar Ali Kazmi Senior Finance Executive IBA-Main Campus Cell No, 0345-2745293 UAN No. I 11.422.422 Ext # 2306
Zafer Islam Chaudhry Assistant Manager Finance IBA-Main Campus Cell No. 0321-9501302 UAN No. 111-422-422 Ext # 2309		
Habib- ur-Rehman Finance Coordinator IBA-City Campus UAN No. 111422422 Ext # 1301		

IMPORTANT TELEPHONE NUMBERS AT MAIN & CITY CAMPUS

Main Campus Exchange : + 9221-38104700 | City Campus Exchange : + 9221-38104701

Help Desks	ICT	Transport	Maintenance	Administration	Security	Main Gate
Main Campus	2101	2005	2504	2020 & 2010	2464	2464
City Campus	1105	1005	1502	1008 & 1502	1468	1461

Director's Office

Dr. Ishrat Husain

Dean & Director

Ext: 1000

Email: ihusain@iba.edu.pk

Director's Secretariat

Roger Eli Paul

Executive Secretary to Director

Ext: 1001

Email: rpaul@iba.edu.pk

Associate Deans' Offices

Dr. Muhammad Nishat

Faculty of Business Administration

Ext: 2600

Email: mnishat@iba.edu.pk

Dr. Sayeed Ghani

Faculty of Computer Science

Ext: 1600

Email: sghani@iba.edu.pk

Ghulam Fatima

Coordinator Faculty

Ext: 2008

Email: gfatima@iba.edu.pk

Registrar's Office

Capt. (Retd) Ahmed Zaheer PN

Registrar

Ext: 2001

Email: ahmedzaheer@iba.edu.pk

Shabana Amirali

Manager Administration (Main Campus)

Ext: 2020

Email: shamirani@iba.edu.pk

Rizwan Rizvi

Manager Administration (City Campus)

Ext: 1008

Email: srizwan@iba.edu.pk

Mahwish Butt

Coordinator

Admission Office

Ext: 1817

Email: mbutt@iba.edu.pk

Tanveer Ahmed

Financial Aid Officer

Ext: 2312

Email: tahmed@iba.edu.pk

Syed Fahim Uddin

Manager (General Maintenance)

Ext: 2520

Email: syedfahim@iba.edu.pk

Mushtaq Ahmed

Manager (Technical Maintenance)

Ext: 2506

Email: mushtaqahmed@iba.edu.pk

Azfar Abbasi

Repair & Maintenance Incharge

Ext: 2504

Email: aabbasi@iba.edu.pk

Baber Majeed

Executive-General Repair & Maintenance

Ext: 1502

Email: bmajeed@iba.edu.pk

Building Incharges (Main Campus)

Aayatullah Memon

Adamjee Academic Center

Gani & Tayub Auditorium

Ext: 2017

Email: amemon@iba.edu.pk

Abdul Karim Modi

Aman CED Building

Ext: 2006

Email: akmodi@iba.edu.pk

Abdul Khalid

A.Razzak Tabba Academic Block

Ext: 2014

Email: akhlaid@iba.edu.pk

Syed Guhar Raza Zaidi

(Manager Sports Centre)

Ext: 2478

Email: guhar.mscsf@iba.edu.pk

Rashid Ali Khan

Manager Transport
Ext: 2005
Email: rkhan@iba.edu.pk

Purchase Office

Muhammad Sohail Khan
Purchase Manager
Ext: 2151
Email: mskhan@iba.edu.pk

Program Directors

Dr. Nasir Afghan
MBA Program
Ext: 2878
Email: nafghan@iba.edu.pk

Muhammad Saleem Umer

EMBA Programs
Ext: 2800
Email: msumer@iba.edu.pk

Aman U. Saiyed

BBA Program
Ext: 2604
Email: ausaiyed@iba.edu.pk

Dr. Hisham bin Zubair

Computer Science Programs
Ext: 2618
Email: binzubair@iba.edu.pk

Program Coordinator

Abdul Wajed Khan
Evening Program
Ext: 1609
Email: awajed@iba.edu.pk

Dr. Zeenat Ismail

NTHP & STHP
Ext: 2639
Email: zismial@iba.edu.pk

Sana Tauseef

Prog. Coordinator (Accounting & Finance)
Ext: 2666
Email: shasnie@iba.edu.pk

S. Sharjeel Ahmad Hasnie

Prog. Coordinator (BS Eco & Maths)
Ext: 2611
Email: sasghar@iba.edu.pk

Dr. Huma Baqai

Program Director (Comm. & Public Affairs)
Ext: 2639
Email: hbaqai@iba.edu.pk

Security Services

Khalid Javed Rishi
Manager Security (Main & City Campus)
Ext: 2465
Email: kjaved@iba.edu.pk

Examinations & Affiliations

Mobin Khalili
Controller of Examinations
Ext: 1900
Email: mkhalili@iba.edu.pk

MAIN CAMPUS

Rais Ahmed Khan
Manager; EMBA / MBA Evening
Ext: 1432
Email: rakhan@iba.edu.pk

M. Mujeeb ur Rehman

Assistant Manager, Morning
Ext: 2554
Email: mrehman@iba.edu.pk

CITY CAMPUS

Muzammil Hussain
Executive, Morning
Ext: 1816
Email: muzammilh@iba.edu.pk

Faridullah Shah

Executive, Evening
Ext: 1434
Email: fshah@iba.edu.pk

Enrolment & Degree Section

Syed Dilshad
Sr. Executive
Ext: 1005
Email: dsyed@iba.edu.pk

Mohammad Mushtaq

Executive
Ext: 1902
Email: mmushtaq@iba.edu.pk

Career Development Center

Leon Menezes
Director CDC
Ext: 2670
Email: lmenezes@iba.edu.pk

Ishfaqe Ahmed Lashari

Manager CDC
Ext: 1178
Email: ilashari@iba.edu.pk

Corporate Affairs

Shamsuzzoha Jafri
Sr. Manager Corporate Affairs
Ext: 2352
Email: sjafri@iba.edu.pk

Haris Tohid Siddiqui

Manager Alumni & Career Development

Ext: 1205

Email: hsiddiqui@iba.edu.pk

Zafar Islam Chaudhry

Assistant Manager Fee

Ext: 2309

Email: zchaudhry@iba.edu.pk

Center for Executive Education

Izhar M. Hussain

Director CEE

Ext: 1800

Email: imhussain@iba.edu.pk

ICT Department

Imran Batada

Head of ICT

Ext: 1104

Email: iarahman@iba.edu.pk

Ambreen Rasheed Khan

Principal Web Administrator

Ext: 1113

Email: arkhan@iba.edu.pk

Library

Muhammad Anwar

Head librarian

Ext: 2277

Email: anwarch@iba.edu.pk

Sumera Gul

Deputy librarian (Public Service)

Ext: 2278

Email: sgul@iba.edu.pk

Sadiqa Parveen

Deputy librarian (Collection Service)

Ext: 2272

Email: sparveen@iba.edu.pk

Projects Planning

Engr. RehanulAmbiaRiaz

Director Projects

Ext: 2500

Email: rriaz@iba.edu.pk

Testing Services

Dr. Nasir Touheed

Coordinator Testing Services

Ext: 2620

Email: ntouheed@iba.edu.pk

Program Offices

Manoj Babulal

Undergraduate Program Officer

(City Campus)

Ext: 1840

Email: manoj@iba.edu.pk

M. Akmal Khan

Undergraduate Program Officer

(Main Campus)

Ext: 2551

Email: makhan@iba.edu.pk

FINANCE

Moied Sultan

Director Finance

Ext: 2307

Email: msultan@iba.edu.pk

Shah Munir

MBA Program Officer

(Main Campus)

Ext: 2881

Email: smunir@iba.edu.pk

IBA Hostels

Jami Moiz

Superintendent Boys Hostel

Ext: 2649

Email: jmoiz@iba.edu.pk

Mujahid Hussain Detho

Incharge Boys Hostel

Ext: 2105/2030

Email: mhussain@iba.edu.pk

Mahreen Nazar

Superintendent Girl Hostel

Ext: 2603

Email: mnazar@iba.edu.pk

Samiya Sheikh

Warden Girls Hostel

Ext: 2022/2028

Email: sshaikh@iba.edu.pk

SERVICE UNITS AT IBA (KARACHI)

ADMINISTRATION DEPARTMENT

Capt. (Retd) Ahmed Zaheer PN, Registrar

Contact Details: Registrar Office: UAN: 38104700-01

Ext: 2001 Direct No: 9261507

Cell no: 03082225888 Email: 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	Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2312 Cell:03229099100 Email: tahmed@iba.edu.pk	Mr. Moeid Sultan Director Finance (Aman CED Building) (Main Campus) UAN: 38104700-01 Ext. 2307 Cell #: 03205079010 Email: msultan@iba.edu.pk
2	Purchase Office	Mr. Muhammad Sohail Khan Manager Purchase	Gani & Tayub Auditorium (Main Campus) UAN: 38104700-01 Ext. 2151 Cell #: 03022471434 Email: mskhan@iba.edu.pk	Capt. (R) Ahmed Zaheer Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
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: mhussain@iba.edu.pk	Mr. Jami Moiz Assistant Professor/Boys Hostel Superintendent IBA Boys Hostel, Main University Campus UAN: 38104700-01 (Ext. 2649) Cell # 0300-8217943 Email: jmoiz@iba.edu.pk
4	Girl's Hostel	Ms. Samiya Shaikh IBA Girls Hostel, Staff Town	IBA Girls Hostel UAN: 38104700-01 Ext. 2029 Cell # 0306-2399697 Email: sshaikh@iba.edu.pk	Ms. Mehreen Nazar Assistant Professor/Hostel Superintendent IBA Girls Hostel, University Campus UAN: 38104700-01 Ext. 2603 Email: mnazar@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
5	Security Services Main Campus	Mr. Khalid Javed Rishi Manager -Security	UAN: 38104700-01 Ext. 2465 Cell #: 0324-5000707 Email: kjaved@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus			Mr. Mobin Khalili Coordinator City Campus UAN: 38104700-01 Ext. 1900 Cell #: 03082226999 E-mail: mkhalili@iba.edu.pk
6	General Administration Main Campus	Mr. Aayatullah Memon Building Incharge Adamjee Academic Block (Main Campus)	UAN: 38104700-01 Ext. 2017 Email: amemon@iba.edu.pk	Ms. Shabana Amirali Manager Administration Aman CED Building UAN: 38104700-01 Ext. 2020 E-mail: shamirani@iba.edu.pk
		Mr. Abdul Karim Modi Building Incharge Aman CED Building (Main Campus)	UAN: 38104700-01 Ext. 2006 Email: akmodi@iba.edu.pk	
		Mr. Abdul Khalid Building Incharge Tabba Academic Block (Main Campus)	UAN: 38104700-01 Ext. 2014 Email: akhalid@iba.edu.pk	
	City Campus	Syed Guhar Raza Zaidi Manager Alumni Student Center	UAN: 38104700-01 Ext:2478 Email: guhar.msclf@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus	Mr. S. M. Rizwan Rizvi Manager Administration	Admin Block (City Campus) UAN: 38104700-01 Ext. 1008 Cell #: 03332136876 E-mail: srizwan@iba.edu.pk	Mr. Mobin Khalili Coordinator City Campus Admin Block UAN: 38104700-01 Ext. 1900 Cell #: 03082226999 E-mail: mkhalili@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
7	Admissions Office City Campus	Ms. Mahwish Butt Senior Executive (Admissions Office)	Admin Block Senior Executive Ext.1817 E-mail: mbutt@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
8	Facilities Maintenance Main Campus	Mr. Azfar Abbasi Senior Executive Repair and Maintenance	MP Block UAN: 38104700-01 Ext. 2504 Cell #: 03002471670 Email: aabbasi@iba.edu.pk	Syed Fahim Uddin Manager General Maintenance UAN: 38104700-01 Ext. 2520 Cell #: 03342229732 Email: syedfahim@iba.edu.pk
				Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
8	City Campus	Mr. Baber Majeed Executive-Repair & Maintenance	Admin Block UAN: 38104700-01 Ext. 1502 Cell: 03453056570 Email: bmajeed@iba.edu.pk	Mr. S. M. Rizwan Rizvi Manager Administration Admin Block (City Campus) UAN: 38104700-01 Ext. 1008 Cell #: 03332136876 E-mail: srizwan@iba.edu.pk
				& Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
9	Electrical	Muhammad Qamer Uddin Engineer (Electrical)	Admin Block UAN: 38104700-01 Ext. 1504 Email: mqamar@iba.edu.pk	Mr. Mushtaque Ahmed Manager Operations & Maintenance Ext. 2506 Cell no: 03122331696 Email: mushtaqueahmed@iba. edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
10	Transport Services Main Campus	Mr. Rashid A. Khan Manager Transport	Aman CED Building UAN: 38104700-01 Ext. 2005 Cell #: 03452168106 Email: rkhan@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus	Mr. S. M. Rizwan Rizvi Manager Administration Admin Block (City Campus) UAN:38104700-01 Ext. 1008 Cell#03332136876 Email: srizwan@iba.edu.pk	Admin Block UAN: 38104700-01 Ext. 1005	

TESTING SERVICES

Dr. Nasir Touheed, Coordinator Testing Services
 Testin Services Office: Admin Block (Main Campus)
 UAN: 38104700-01 Ext. 2620
 Cell: 0308-2227089; E-mail: ntouheed@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
11	Testing Services	Mr. Syed Rashid Senior Executive (Testing Services)	Admin Block (Main Campus) UAN: 38104700-01 Ext. 2377 E-mail:srashid@iba.edu.pk	Dr. Nasir Touheed, Coordinator Testing Services, Admin Block (Main Campus) UAN: 38104700-01 Ext. 2620 Cell: 0308-2227089 E-mail: ntouheed@iba.edu.pk

ASSOCIATE DEANS OFFICES

Dr. Muhammad Nishat, Associate Dean,

Faculty of Business Administration

Main Campus UAN: 38104700-01 Ext. 2600 Cell #: 03082229333

Email : mnishat@iba.edu.pk

Dr. Sayeed Ghani, Associate Dean, , Faculty of Computer Sciences

City Campus UAN : 38104700-01 Ext. 1222 Ext: 1600 Cell #: 03082227111

Email: 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)	Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2008 Cell #: 03032396095 Email : gfatima@iba.edu.pk	Dr. Muhammad Nishat Associate Dean, Faculty of Business Administration Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2600 Cell #: 03082229333 Email: mnishat@iba.edu.pk
	Computer Sciences			Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences FCS Block (City Campus) UAN: 38104700-01 Ext. 1600 Cell #: 03082227111 Email:sghani@iba.edu.pk
13	Student Affairs	Mr. S. M. Saeed Student Counselor	Admin Block (City Campus) UAN: 38104700-01 Ext. 1614 Cell #: 03002509209 Email: ssaeed@iba.edu.pk	Dr. Muhammad Nishat Associate Dean, Faculty of Business Administration UAN: 38104700-01 Ext. 2600 Cell #: 03082229333 Email : mnishat@iba.edu.pk & Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences FCS Block (City Campus) UAN: 38104700-01 Ext. 1600 Cell #: 03082227111 Email: sghani@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
14	Library Main Campus	Mr. Muhammad Anwar Head Librarian & Incharge Research Data Centre	Tabba Block (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. Sumera Gul Deputy Librarian	Library Block UAN: 38104700-01 Ext. 2278 Cell #: 03212879406 Email : sgul@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 Afghani Director MBA Program Tabba Academic Block (Main Campus) UAN: 38104700-01 Ext. 2878 Cell #: 0302-8499324 Email: nafghani@iba.edu.pk
16	BBA/BS Program Office	Mr. Muhammad Akmal Manager Undergraduate Program Office	FCS Block (Main Campus) UAN: 38104700-01 Ext. 2551 Cell #: 03332281194 Email: manoj@iba.edu.pk	Mr. Aman U Saiyed Program Director - Undergraduate Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2604 Email : ausaiyed@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	Dr. Hisham bin Zubair Program Director Undergraduate Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 1616 Email: hbinzubair@iba.edu.pk
18	Evening/Summer Program Office	Mr. Ahmed Ali Executive (Evening Graduate Program Office)	Admin Block (City Campus) UAN: 38104700-01 Ext. 1880 Cell#: 0346-2248626 Email: ahmedali@iba.edu.pk	Mr. Abdul Wajid Program Coordinator MBA Evening Program (City Campus) UAN: 38104700-01 Ext. 1609 Email: abdul.wajid@khi.iba.edu.pk

19	EMBA Program Office	Safdar Abbas Executive (EMBA Program)	Admin Block (Main Campus) UAN: 38104700-01 Ext. 1876 Email: safderabbas@iba.edu.pk	Mr. Muhammad Saleem Umer, Director EMBA Programs Admin Block (Main Campus) UAN: 38104700-01 Ext. 2800 Direct no: 9261802 Email: msumer@iba.edu.pk
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ALUMNI AND RESOURCE MOBILIZATION DEPARTMENT

Mr. Zafar Ahmed Siddiqui, Office: Tabba Block
(Main Campus) UAN: 38104700-01 Ext. 1200
Cell no. 0300-2019169 E-mail: zsiddiqui@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
20	Alumni Office	Mr. Haris Tohid Siddiqui Manager Alumni	Aman CED Building UAN: 38104700-01 Ext. 1205 Cell #: 0301-8245191 Email: hsiddiqui@iba.edu.pk	Mr. Zafar A. Siddiqui Director Alumni & Resource Mobilization
21	Resource Mobilization Office	Mr. Haris Tohid Siddiqui Manager (Alumni & Career Development)	Aman CED Building UAN: 38104700-01 Ext. 1205 Cell #: 0301-8245191 Email: hsiddiqui@iba.edu.pk	Mr. Zafar A. Siddiqui Director Resource Mobilization
22	Public Affairs Office	Syed Imtiaz Ali Senior Executive II communications)	Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2027 Email: simtiaz@iba.edu.pk	Dr. Huma Baqai Prog. Director Communication & Public Affairs Ext: 2639 Email: hbaqai@iba.edu.pk

ICT MAINTENANCE, CUSTOMER SUPPORT & IS SERVICES

Mr. Imran Abdul Rahman Batada

Head of ICT Department

Office: Admin Block (City Campus) UAN: 38104700-01 Ext. 1104

Cell no: 0300-2010315 E-mail: iarahman@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
23	PC/Laptop/ Printer/ Help Desk Main Campus	Mr. Atiq-Ur- Rehman Resident Engineer	MP Block Cell No. 0344-2547951 UAN: 38104700-01 Ext. 2101 Email: helpdeskmain@ iba.edu.pk	Mr. Asjad Asad Siddiqi Mgr. Procurement & Customer Support Cell# 03334298119 UAN: 38104700-01 Ext: 2107 Email: aasad@iba.edu.pk
	City Campus	Mr. Umair Ansari Resident Engineer	Admin Block UAN: 38104700-01 Ext: 1105 Email: helpdeskcity@iba.edu.pk	
24	Multimedia Main Campus	S.M.Ali Asst.Mgr Lab	CED Building UAN: 38104700-01 Ext: 2108 Cell#: 03002120605 Email: smali@iba.edu.pk	Mr. Asjad Asad Siddiqi Mgr. Procurement & Customer Support Cell# 03334298119 UAN: 38104700-01 Ext: 2107 Email : aasad@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	FCS Block UAN: 38104700-01 Ext: 1613 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	
25	Internet/ Emails Main Campus	Mr. Rashid Khan Supervisor Data Center	Admin Block UAN: 38104700-01 Ext: 2100 Cell #: 0300-2268521 Email: kxanr@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) UAN: 38104700-01 Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	UAN: 38104700-01 Ext: 1103 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
26	Networks Main Campus	Mr. Rashid Khan Supervisor Data Center	Admin Block UAN: 38104700-01 Ext: 2100 Cell #: 0300-2268521 Email: khanr@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) UAN: 38104700-01 Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
27	Video Conferencing Equipment Main Campus	Mr. Zeeshan Khan Supervisor VC	VC Room UAN: 38104700-01 Ext: 2104 Cell#: 03333938864 Email: zkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) UAN: 111-677-677 Ext: 1612 Cell #: 03332352536 Email: mali@iba.edu.pk
	City Campus	Mr. Asif Ali Senior Video Conferencing Specialist	VC Room UAN: 38104700-01 Ext: 1119 Email: asifali@iba.edu.pk	
28	Telephone Extension Complaints Main Campus	Ms. Shabana Amirali Manager Administration	Aman CED Building UAN: 38104700-01 Ext: 2020 Email: shamirani@iba.edu.pk	Capt.(R) Ahmed Zaheer PN Registrar Aman CED Building (Main Campus) UAN: 38104700-01 Ext. 2001 Cell #: 03082225888 Email: ahmedzaheer@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	UAN: 38104700-01 Ext: 1103 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) UAN: 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 UAN: 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	Admin Block UAN: 38104700-01 Ext: 2106 Cell #: 03333213559 Email: sjibran@iba.edu.pk	Mr. Imran Abdul Rahman Batada Head of ICT Department UAN: 38104700-01 Ext: 1104 Cell #: 03002010315 Email: iarahman@iba.edu.pk
	City Campus	Ms. Asma Mahmood Team Leader-CMS Solution	Faysal Academic Block UAN: 38104700-01 Ext: 1109 Email: amshah@iba.edu.pk	Mr. Imran Abdul Rahman Batada Head of ICT Department UAN: 38104700-01 Ext: 1104 Cell #: 03002010315 Email: iarahman@iba.edu.pk
		Mr. Muhammad Danish Khan Assistant Manager IS Library Management Support	Faysal Academic Block UAN: 38104700-01 Ext: 1108 Email: mdanish@iba.edu.pk	
		Ms. Mehwish Razzak Khatri Principal Software Developer, Fee Management System Support	Faysal Academic Block UAN: 38104700-01 Ext: 1115 Email: mkhatri@iba.edu.pk	
31	Web Page/Portal	Ambreen Rasheed Khan Principal Web Administrator	Faysal Bank Academic Block UAN: 38104700-01 Ext: 1113 Email: arkhan@iba.edu.pk	Mr. Imran Abdul Rahman Batada Head of ICT Department UAN: 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) UAN: 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 Aftab Assistant Manager Business Development	CEE Office (City Campus) UAN: 38104700-01 Ext: 1807 Cell #: 03002462190 Email: kaftab@iba.edu.pk	Mr. Izhar Mirza Hussain, Director CEE CEE Office (City Campus) UAN: 38104700-01 Ext. 1800 E-mail: imhussain@iba.edu.pk
33	Skill Development	Ms. Sumera Muhammad Manager - CEE	CEE Office (City Campus) UAN: 38104700-01 Ext: 1541 Email:	

NATIONAL TALENT HUNT PROGRAM & SINDH TALENT HUNT

Dr. Zeenat Ismail Noor, Program Coordinator NTHP/STHP Admin Block
(Main Campus)

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

E-mail: zismail@iba.edu.

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
34	NTHP/ STHP Program Office	Syed Rizwan Ali Bukhari Executive (NTHP Program)	Faculty Block (Main Campus) UAN: 38104700-01 Ext: 2632 Cell #: 03212488611 Email: srbukhari@iba.edu.pk	Dr. Zeenat Ismail Noor, Program Coordinator NTHP/STHP Aman CED Building (Main Campus) UAN: 111-422-422 Ext. 223 Chairperson Room (City Campus) Ext.2639 Cell #: 03333775545 E-mail: zismail@iba. edu.pk

INTERNAL AUDIT SERVICES

Dr. Ishrat Husain, Dean & Director IBA Office: Admin Block (Main Campus)

UAN: 38104700-01 Ext. 1000

E-mail: ihusain@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
35	Internal Audit	Mr. Fahad Rehman Head of Internal Audit Services	Aman CED (Main Campus) UAN: 38104700-01 Ext: 2251 Direct No: 9261526 Email : krjhumra@iba.edu.pk	Dr. Ishrat Husain, Dean & Director IBA Aman CED (Main Campus) UAN: 38104700-01 Ext. 1000 E-mail: ihusain@iba.edu.pk

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.

Date.....

Signature.....

Name (Class).....

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



NOTES

A series of horizontal dotted lines for writing notes, spanning the width of the page.

IBA



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.



Main Campus

University Enclave University Road,
Karachi - 75270

Phone : 92-21-38104700

Fax : 92-21-99261508

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City Campus

Plot No. 68 & 88 Garden / Kayani Shaheed Road,
Karachi - 74400

Phone : 92-21-38104701

Fax : 92-21-38103008

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www.iba.edu.pk

info@iba.edu.pk

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