

IBA

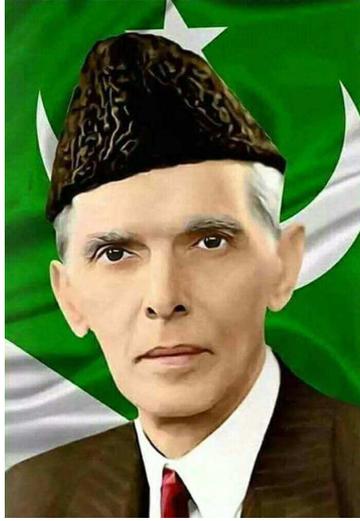
Institute of
Business Administration
Karachi



Leadership and Ideas for Tomorrow

Student Handbook 2017 -2018





Quaid-e-Azam's Message for the Youth

“Develop a sound sense of Discipline, Character, Initiative and a solid Academic Background. You must devote yourself wholeheartedly to your studies, for that is your first obligation to yourselves, your parents and to the State. You must learn to obey for only then you can learn to command.”

Quaid-e-Azam
Mohammad Ali Jinnah

Preface

This is IBA's Student Handbook. It provides basic information and guidance needed to help the students to make the most of the opportunities on offer at IBA. It also gives formal notification and explanation of IBA's codes, regulations, policies and procedures. Please take the time to read it. We oversee student matters and ensure that the University's policies are followed with particular interest in examinations, conduct and welfare, including all needs and pressures of student's life.

For suggestions or clarifications, please contact the Office of the General Manager Administration at 021-38104700 & 021-38104701/111-422-422, 2080 or e-mail at askhan@iba.edu.pk.

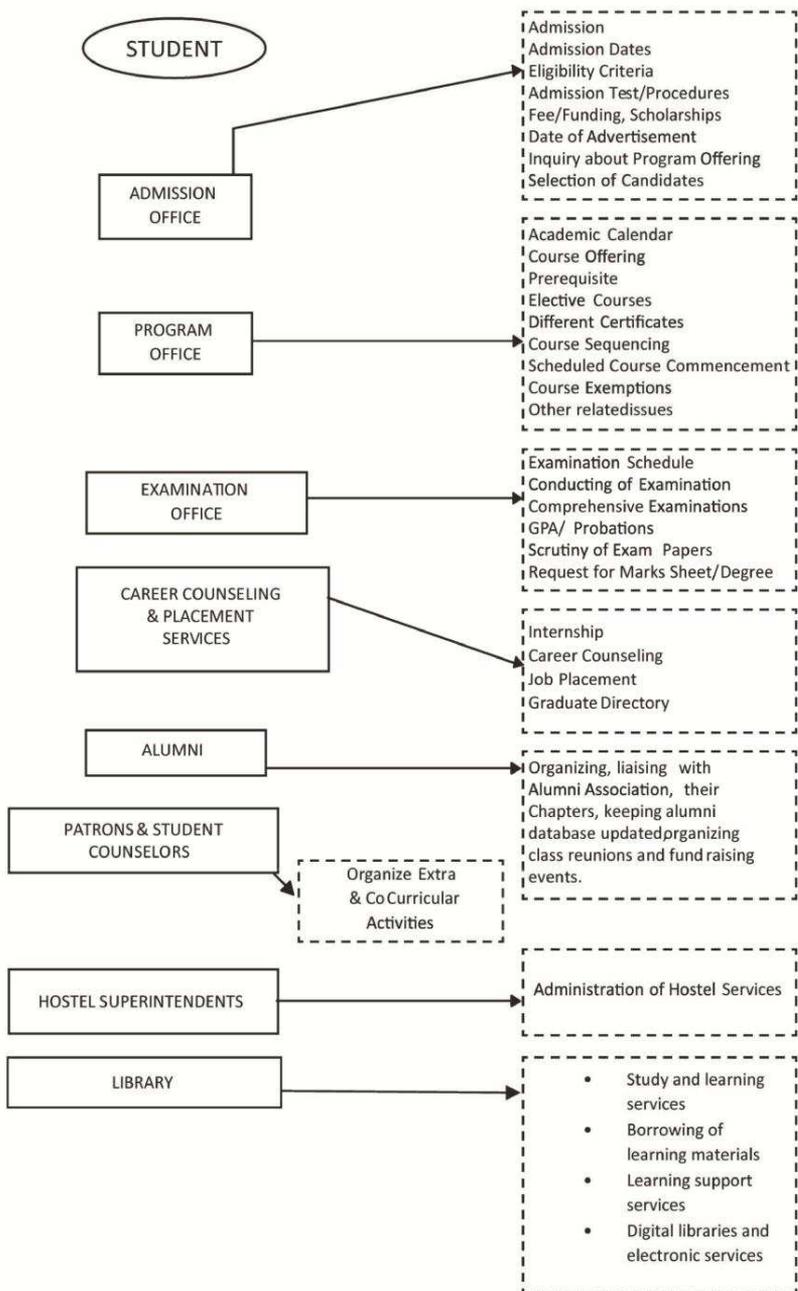
<p>Wing Commander (R) Aamer Shabbir Khan General Manager Administration</p>
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OUTLINE OF SERVICES



INTRODUCTION

About IBA

IBA is the oldest business school outside North America. It came into existence almost six decades ago. It is an independent and self-governing institution, divided into departments and faculties. IBA, today, is one of the Pakistan selective and highest-ranked institutes, particularly known for its business program.

Mission

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

OUR CORE VALUES

TRUTH

Truth means **conformity to facts**. Being truthful involves speaking and acting consistently in accordance with the highest ethical values.

MERIT

Admission to IBA is solely based on **merit**. This principle has served IBA well in the past and will continue to guide it in the future.

CREATIVITY

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

DISCIPLINE

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

INTEGRITY

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

TOLERANCE

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

HUMILITY

Humility is the opposite of pridefulness. It involves recognizing that one's achievements are due to many factors and should not be the occasion for arrogant behavior.

TEAM WORK

Teamwork requires **harmonizing individual efforts to achieve a common goal**. Without team work, individual efforts can be wasted and institutions can suffer.

COMMITMENT AND EXPECTATIONS

IBA commits to provide the following for its students:

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

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

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

Ingredients of Professional Training

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

Quality Assurance

Ensuring provision of quality education is a key objective of IBA. The Institute has a comprehensive quality assurance system, which is monitored by external audit. IBA aims to encourage and empower a student to become an independent learner through the exploitation of provided resources.

ACADEMIC GUIDELINES

Attendance

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

1. Attendance is taken in the beginning of the class.
2. Late comers are marked 'absent'
3. A fulltime (morning) student is allowed a maximum of 4 absences, per course, in a regular semester and, 3 absences, per course, offered in a summer semester.
4. EMBA participants are allowed 3 absences in a course with 3 hour sessions.
5. Part-time / evening students are allowed 7 absences, in each course, offered in regular semester and, 5 absences in a course offered in summer semester.
6. If a student accumulates more than the permissible absences, he / she is awarded an 'F', in that particular course.
7. Students representing IBA in the following conditions, may seek 2 additional absences. Recommendation by the concerned society patron and, approval by the Dean and Director is required.
Dean and Director may condone 2 absences in exceptional circumstances. These cases have to be routed to controller of examination.
 - i. Conferences/seminars/events
 - ii. Participation in exchange programs
 - iii. Proceeding for performing Hajj (pilgrimage, in case of minorities)
8. Students found tampering with attendance records, in any way, will immediately be expelled from the institute.

Withdrawal from a Course

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

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

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

MBA Executive participants can withdraw from a course within one week after the announcement of mid-term exam result.

Withdrawals from courses can be requested by submission of the course withdrawal form to the respective program office within one week after

announcement of midterm/second term examination result in a regular semester or within one week after announcement of midterm examination results in the summer semester. The prescribed withdrawal form can be obtained from the program office or downloaded from the IBA portal.

Semester Freeze

1. Full time students may apply for semester freeze by submitting a formal application to the program office. However, students on probation are not allowed a semester break. All courses are marked as withdrawn when a semester break is applicable.
2. Part time students should also inform the program office if they intend not to study any course in a particular semester.
3. Applications for semester freeze must be submitted at least one week before commencement date of final exams.

Conditions for Withdrawal from courses

1. Once a student has accumulated more than the permissible absences in any course, he / she is not allowed to withdraw from that course and is awarded an 'F'.
2. Full-time students are allowed to withdraw from two courses in a semester.
3. Part-time (evening & weekend) students are allowed to withdraw from some or all of the courses for which they have registered in a semester.

Procedure for withdrawal from courses

Withdrawal policy for all semesters is homogenous. Following is the process of course withdrawal:

1. The request for withdrawal has to be made within one week after the announcement of midterm/ second term examination result.
2. All withdrawals from a course must be within one week after the announcement of mid-term exam result.
3. The respective course instructor is required to approve the request for withdrawal.
4. The prescribed withdrawal form can be obtained from the program office or downloaded from the IBA portal.

Conduct in Examination

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

1. Entering the Examination Hall
 - a. To maintain the integrity of the examination process, exams can only be taken with the proof of a valid IBA ID card.
 - b. To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room/hall 30 minutes after the start of exam.
 - c. Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses.
 - d. Students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
 - e. Cell phones are prohibited inside the examination rooms. If a student is found in possession of a cellphone, his/her paper will be cancelled.
2. During an Examination
 - a. Students are allowed to leave after 30 minutes have passed.
 - b. Any kind of communication between the students is a violation of examination rules. This will be treated as an offence under the ‘Use of Unfair means’.
3. At the end of the Examination
 - a. Once the exam time has ended, the examiner will announce “all pens down”. At that time no student should be holding a pen in his/her hand.
 - b. Students must fill in the relevant details on the front cover of the answer booklet
 - c. Examination Answer Booklet and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet.

Plagiarism/cheating

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

Some illustrative examples of plagiarism are:

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

Each case will be decided on its own merit in accordance with mentioned policies.

Evaluation

During a student's time at IBA, Evaluation Questionnaires will be asked to fill in order to assist the Institute in its course monitoring and planning. For further improvement, students will be able to access the Online Course Appraisal System at the IBA portal. The data from Faculty Evaluation is used by Associate Dean and Chairpersons. Faculty evaluation occurs once in a semester, after the second term exams.

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

Mentor Scheme

Development as a professional is also of equal importance. Students will be assigned a mentor to assist them in their professional grooming. Mentor functions as a link between the IBA management and the student.

Class Representatives

Each class will elect one Class Representatives, acting as the liaison between the student and the IBA's management, in all matters.

Instructional Spaces

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

Lecture Timings

Full-time students

Lectures are held from Monday to Saturday. Morning lectures commence at 8:30 a.m. Lectures have a duration of 75 minutes.

The subject and course requirements will determine the number of classes in a week. All information 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.

Recommendation Letter

IBA provides students with the facility to get a recommendation from its faculty and staff for upcoming opportunities. However it should be noted that all students should request for recommendation letter at least one week prior.

Code of Conduct: Rules & Regulations

General

IBA has a rich history of maintaining a disciplined environment at the campus. The rules promote shared standards of considerate and ethical behavior both on and off campus. The tenets of the IBA Code of Conduct apply to all students and faculty alike.

The CODE OF CONDUCT provides a framework for strengthening discipline by identifying expectations, specifying the violations / acts of misdemeanor and the nature of ensuing penalties.

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

Smoking

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



Fire Safety

Smoking is prohibited at IBA. No such actions are allowed by the students which can cause fire within the premises of IBA.

Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building.

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

Safety & Security

1. Always keep a laminated copy of your NIC (National Identity Card).
2. Students are advised, at all times, to display their IBA ID card and take care of their personal belongings. Lost ID cards can be replaced for Rs.1000 at the DPO (Fauji Foundation)
3. Any student found lending his ID card to an outsider, to get past the security, will be penalized with a fine of Rs.5000/= or subjected to disciplinary action. This is a violation of IBA's policy.
4. 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.
5. All lost 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.

False representation

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

Unauthorized Entry or Access

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

Unauthorized Use of IBA's Facilities or Services

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

Theft and Vandalism

Theft and negligent or intentional damage to personal or to IBA property is prohibited, as is possession of stolen property. Repair and replacement costs will be charged to the appropriate students and may warrant disciplinary action.

Retaliation

IBA will not tolerate retaliation. Retaliation can take many forms, including continued abuse or violence, threats and intimidation.

Retaliation should be reported promptly to the Dean and Director of IBA and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

Weapons and Fireworks

No student may possess or use a firearm on IBA's property and its environs. Firearms, including rifles, shotguns, handguns, air guns and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on IBA's property or its environs. Items such as knives that could be viewed as weapons are forbidden.

Ragging

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

The following acts will constitute ragging:

1. Words spoken or written which has the effect of teasing, treating or handling with rudeness a freshmen or any other student;
2. Indulging in rowdy or undisciplined activities by any student(s) which can cause annoyance, hardship, physical or psychological harm;
3. Coercing a student to indulge in an act he/she normally wouldn't do;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

5. Exploiting the services of an any student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a student by other students;
7. Any act that affects the mental health and self-confidence of a student;
8. Any attempt to take advantage of a freshmen or an attempt to ridicule a freshmen in front of others.

Public Display of Affection

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

Harassment

Harassment is an offensive behavior aimed to intimidate and injure another person(s). A complaint cell for all cases of harassment exists in the office of Ms. Shabana. Instructions for reporting incidents are promulgated on notice boards.

Dress Code

A "dress code" includes unwritten rules of cleanliness, good grooming, good taste and appropriateness. When in doubt, opt for the conservative approach.

1. All students are to be decently dressed and in a manner that is appropriate for any institution of Higher Learning.
2. Clothes should be inoffensive in terms of cuts and style, or the messages printed on them
3. Female students may only wear jeans / tights provided their tops are of minimum upper thigh length. They should also be modest and avoid transparent materials and short lengths for sleeves and trousers / shalwars
4. Male students are only allowed full length trousers or jeans. For footwear, they must wear dress shoes, moccasins, joggers or sandals with back straps.

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

Protecting Student identity

While students should be honest about themselves, they should not provide personal information that 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.

Social Media

The following “best practices” have been compiled to serve as a guideline to students participating in social networking as a group or as an individual.

1. Students should be honest about their identity. Participate only under the student’s name.
2. Students should have all the facts before posting something. Cite sources where applicable.
3. Be respectful and courteous in posting and communicating.
4. Maintain confidentiality. Never post personal, confidential or proprietary information.

Personal/Club Sites

The following code of conduct is to be followed:

1. In personal posts, students should be clear that they are sharing their personal views and are not representing any organization.
2. Do not use the logo, name or any institute marks or images on a personal or club site.
3. Students should only use photos of people who have given them permission to do so. Do not post photos from course materials, campus-based presentations or any photographs of a medical or personal nature even if the student thinks they are de-identified.
4. Never post copyrighted material of any sort.

Extra-curricular activities

Students are advised that all sports and /or other extracurricular activities are to be undertaken only in the environs of the alumni student center and its adjoining sport fields. Playing of music on 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.

Discipline Committee

1. Members

Violations of Code of Conduct will be reported to and investigated by the Discipline Committee of IBA. The following will form part of the Committee:

- a) Registrar (Chair)
- b) General Manager, Administration
- c) Head, Human Resources
- d) Student Councillor
- e) Designated Faculty

2. Terms of Reference of Discipline Committee

- a) Members of the Discipline committee will serve for 3 years.
- b) The quorum for a meeting of the Disciplinary Committee will be 3 members.

3. Confidentiality

Discipline Committee is required to keep all matters confidential. Each member of the Discipline Committee will abide by and comply with the terms and conditions of the Committee's Non-Disclosure Agreement.

4. Meetings

Discipline Committee will meet as required to consider reports and investigate matters relating to the discipline of students. It will give the final verdict on the violation of Code of Conduct. If any violation is found then the matter is recommended to the Dean and Director. He will take an action in conformity with the Regulations. The conduct of the meetings will be guided by the following rules:

- a) An agenda to be set.
- b) The Committee Chair will ensure that the following documents are circulated at least 3 days in advance of each meeting:
 - i. The agenda for the meeting;
 - ii. Any other documentation/evidence required for the meeting.

5. The Functions of the Discipline Committee

- a) The conduct of students.
- b) Maintenance of discipline.
- c) Dealing with reported cases of indiscipline.
- d) Violation of rules including cheating in examinations. Cheating in exams is not allowed. Controller of examination is to produce the full

evidence along with statement of the invigilator. The student's statement is also to be attached for record purposes.

- e) To oversee the affairs of the Students Societies relating to conduct.
- f) To investigate all cases of breach of discipline / violation of code of conduct and report to the Director within 7 days.
- g) Examine any disciplinary matter referred by the Dean and Director.

6. Enforcement

The enforcement of penalty will be under the following persons:

- a) Discipline Committee.
- b) Associate Deans and Department Chairpersons for all classroom / academic activities.
- c) Controller of Examinations for matters relating to examinations.
- d) Respective Hostel Superintendent.
- e) Student Counselor / activity coordinator for all the events held on or off-campus.
- f) The Registrar/General Manager Administration will be the promulgating authority for imposing penalties.
- g) Dean and Director, IBA.

7. Penalty for Violation of Code of Conduct

Any student found violating the above said 'Code of Conduct' will be reported to the Registrar / Campus Coordinator and / or Discipline Committee. The concerned student will be called and provided an opportunity to explain his/her position. If the student is found guilty, he/she can be penalized by the personnel mentioned below, as deemed appropriate:

8. The Discipline Committee may recommend the following penalties to the Dean and Director for approval:

Minor Misconduct

- a) Issuance of a warning letter.
- b) Monetary fine up to Rs.8,000/- .
- c) Displaying the names, including the details of the offence, of the violators on the notice board.
- d) Letter of apology solicited from the student and parents.
- e) Meeting between parents and Discipline Committee.
- f) Suspension from classes for a week or more.
- g) Society / Club office bearers will be deemed ineligible to participate in election thereafter.

Major Misconduct

- a) Cancellation of Admission and expulsion from the institute.
- b) Any other consequence as the committee deems fit.

9. The Dean and Director on the recommendation of the Discipline Committee may award the following penalties:

Minor Misconduct

- a) Fine a student up to Rs.10, 000/- for each single offence.
- b) Deprive him of privileges and positions open to other students.
- c) Debar a student from being an office bearer of a club / society.

Major Misconduct

- a) Grant 'F' to a student in a particular course/ restrain from appearing in the Examinations.
- b) Suspend a student for one, two or three semesters.
- c) Terminate a student if caught red-handed while cheating in exams.
- d) Cancel the admission of a student or refuse to admit a student without giving any reason.
- e) Debar, expel or rusticate a student for a specified period or for good.

10. General Manager Administration, IBA/ Acting Registrar:

Minor Misconduct

- a) Fine the student up to Rs.5000/- for each single offence.
- b) Confiscate good character certificate of a student.
- c) The name of the offender(s) to be displayed on the notice board with details of the violation.
- d) Suspension from classes for a week or more.
- e) Recommend the case to the disciplinary committee for further investigation.

11. Associate Deans / Department Chairpersons may recommend the following penalties to the Dean and Director for approval:

- a) Fine a student up to Rs.2000/- for each single offence.
- b) Expel a student from the class for 7 days.
- c) Issuance of a warning letter including personal details.

12. Hostel Superintendent may recommend the following penalties to the Dean and Director for approval:

Minor Misconduct

- a) Fine a student up to Rs.2000/- for each single offence.

Major Misconduct

- a) Expel a student from a Hall or Hostel for up to a month.

- b) Certificate/Degree/Diploma and other important documents of a student may be withheld till the final disposal of the case.

13. Review of Penalty for Violation of Code of Conduct

Students disputing the Dean and Director's decision may file a written appeal with the Chairman BoG / Appellate Body within **TWO WEEKS**. 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.

Student Facilitation

The two campuses are spread over 80 acres. These compare in size and splendor to any campus of a world-class institution of higher learning. The facilities are immaculately maintained in line with the IBA tradition of excellence in all facets of its activities.

The IBA Main Campus is a large complex of buildings spread around lush green sprawling lawns, which serves as a backdrop to an extremely conducive environment for academic pursuit. It houses the program offices, faculty offices, a library, an auditorium, two computer labs and eleven classrooms.

The City Campus is in the heart of the business district of the city. Apart from housing 20 classrooms, it has a library, an auditorium, conference and seminar rooms and 4 computer labs. The City Campus is also home to the Evening Program, which is attended mainly by professional managers. The classrooms at both the campuses are large and airy and are fully-equipped with modern audiovisual facilities, to enhance the learning experience and make it more interactive. All facilities at both campuses are accessible to the students, faculty and course participants.

IBA Libraries

IBA libraries offer students with not only study materials needed but also a variety of information to supplement their life-long-learning.

Library Conduct

As a member, all students are required to follow certain rules and regulations while using library services and facilities. The rules are highlighted below:

1. There should be absolute silence in the library.
2. Mobile phones must be switched off in the library / put on silence.
3. Group study and/ or discussions are allowed only in the collaborative zone.
4. Books, journals and other periodicals are not to be torn or damaged/written upon.
5. Books should be returned on due date otherwise late fine will be imposed.
6. No student should be found sleeping in the library.
7. Observe IBA ICT code of conduct and rules while using computer terminals placed in the library.
8. Library staff reserves the right to inspect any materials being taken out of the library premises.
9. Library membership will be cancelled /suspended of those students who are found violating library rules.
10. All suspended library users will not be allowed to enter the library during the suspension period.
11. A list of suspended library users will be displayed on the notice boards.

Borrowing Rules

All IBA students currently enrolled in different academic programs are entitled to get access to library services, facilities and resources. Students can activate their membership simply 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 the nature of material.

1. Any borrowed library material can be recalled, if required.
2. Books issued from general collection may be re-issued for the same period, provided there is no reservation, hold or recall request.
3. Reference and reserved materials and journals / magazine /newspapers can only be used within the library premises. Borrowing isn't allowed.
4. Students who do not return books in time automatically lose the privileges to borrow any more books from the Library until they have returned all the borrowed items.

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. The principal aim of the ICT department is to bring state of the art technology in to IBA, provide essential services and promote automation.

Lab Availability

1. Computer labs are operational from 08:00 till 16:00 from Monday to Friday, for computing and printing facilities.
2. Students are prohibited from entering labs during a lecture, in order to keep the disturbances minimal.
3. Printing facility is accessible on a first-come, first-served premise.

4. Note that only 25 pages per semester can be printed by one student from the lab, other than that, should be done from the photocopier.
5. In case of any loss of data, staff will not be held responsible. To avoid losing data, students are highly recommended to save their work on a regular basis.

Login Account Policy

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

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

Workstation Usage Policy

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

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

IT Help

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

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

Timings

8:30 am – 4:00 pm (Mondays-Saturdays)

Network Operation Centre/Wi-Fi Technology

Students and faculty members can wirelessly access the internet from any place within the campus. In order to benefit from this service, students must register their Wi-Fi devices with the Network Administrators.

Noman Abrar (Main Campus)
nabrar@iba.edu.pk 0300-2891220 Ext-1123

Atif Anwer (City Campus)
atifkhan@iba.edu.pk 0322-2687376 Ext-2109

Placement Services

CDC Office at IBA is dedicated to facilitate both graduates as well as undergraduate students. Through our comprehensive services, we ensure that students, alumni and employers experience unique opportunities in terms of their requirements

CDC Services for Graduate Students: We assist current and potential graduating students and alumni in the overall process of self-evaluation, career assessment and job search. In this regard, our objective is to connect our graduating students with meaningful career prospects, possible through strategically aligning their academic qualifications with their goals and interests.

CDC Services for Undergraduate Students: Our core functions for on-board students have been designed to facilitate them in their professional development. Amongst others, we organize workshops on different careers and internship plans, arrange individual career counseling sessions, resume and cover letter development & reviews, mock interviews, information sessions with employers, publishing graduate directories.

Alumni Student Center

The Alumni Student Center at the Main Campus provides services and facilities for physical, social, personal development of students. This is

accomplished by 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.

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.

These facilities offer students several ways to relax, exercise, socialize and develop their talents. Also forming part of the Alumni Student center is a Writing Center, a bookstore, an ATM outlet, a resource center equipped to provide support and facilities for honing the intellectual skills of the students.

Cafeteria Services

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

Timings

Timings of Cafeteria at Main Campus

Adamjee Cafeteria: 8:00 a.m. - 8:30 p.m.

Aman CED Cafeteria: 8:30 a.m. - 5:00 p.m.

Timings of Cafeteria at City Campus

Aman Tower: 8:00 a.m. - 8:30 p.m.

Video Conferencing

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

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

Zeeshan Khan (Main Campus)

zkhan@iba.edu.pk

0333-3938864, Ext-1106

Asif Ali (City Campus)

asifali@iba.edu.pk

0333-2458562, Ext-1106

IBA Radio Channel

In 2010, IBA’s Web Society launched IBA’s very first web radio channel by the name of Radio IBA. The radio features live transmissions, programs like

“Personality of the Week” and quality music. Presenting non-stop entertainment, Radio IBA caters to the needs of all age groups. Tune in to Radio IBA at radio.iba.edu.pk to experience the best radio show of all times.

Transport Services

IBA provides transport facilities for its students at a cost of Rs. **30,000/-** per semester. Students wishing to avail this facility should contact IBA

Transport Personnel at extension 2047 for Main Campus and 1817 for City Campus.

STUDENTS BUS POINT ROUTES FOR IBA MAIN CAMPUS		
Point - A (IBA Hino Bus) Registration No.EB-2245 Time:6:45 a.m. - 8:15 a.m. 1:00 - 2:50 p.m. 4:00 - 6:15 p.m. 5:30 - 6:30 p.m. (Nasser Ahmed, Driver Cell No.0300-2149520)	Point - B (IBA Bus) (Registration. No.GA-6867) Time:6:45 a.m. - 8:15 a.m. 1:00 - 2:50 p.m. 4:00 - 6:15 p.m. 5:30 - 6:30 p.m. (Abdul Rahim, Driver Cell No.0322-2955236)	Point - C (IBA Coaster) (Registration No.GA-6869) Time:6:45 a.m. - 8:15 a.m. 1:00 - 2:50 p.m. 4:00 - 6:15 p.m. 5:30 - 6:30 p.m. (M. Jamil, Driver Cell No.0343-2356189)
IBA City Campus, Saddar	City Campus, Saddar	City Campus, Saddar
Metropole, Clifton Bridge	Metro Pole, Clifton Bridge	Mehran Hotel
Schon Circle/Boat Basin	3 Talwar, 2 Talwar	Cantt. Station, Gizri
Abdullah Shah Gazi	License Branch Clifton	Gora Kabrustan, Nursery
Defence/Ideal Baker	Abdullah Shah Ghazi	Awami Markaz, Karsaz
Saudi Embassy, Sultan Masjid	Sea View, DHA Phase-VIII	Dal Mian Road
Defence Phase IV, II	Kala Pul, Gora Kabrustan,	Askari Petrol Pump
Hino Chowrangi	FTC Building Nursery, Karsaz, Dalmiyan	Johar More
Baloch Colony Fly Over	Askari Petrol Pump, NIPA	Johar Chowrangi
Shahra-e-Feisal	Safari Park	Safari Park
Askari Petrol Pump	Maskan	Sui Gas Road
NIPA Fly Over/NIPA	IBA Main Campus	Maskan/IBA Main Campus
Sir Syed University/K.U Silver Jubilee Gate, Main Campus		

<p align="center">Point - D (IBA Coaster)</p> <p align="center">Registration No. JB-0036</p> <p align="center">Time:6:45 a.m. - 8:15 a.m. 1:00 - 2:50 p.m. 5:30 - 6:30 p.m.</p> <p align="center">(Sher Ali, Driver (Cell No.0300-2120208)</p>	<p align="center">Point - E (IBA Coaster)</p> <p align="center">Registration No.GS-990-B</p> <p align="center">Time:6:45 a.m. - 8:15 a.m. 5:30 - 6:30 p.m.</p> <p align="center">(Parvaiz Masih, Driver Cell No.0341-2638249)</p>
IBA City Campus/Numaish	IBA City Campus
PECHS/Khalid Bin Walid Road	Gurumandir, Lasbela, Golimar
Medicare Hospital	Nazimabad & North Nazimabad
Better Homes, Liberty	Inquiry Office
Kashmir Road, Jail Road	Matric Board Office
LNH, Dohrajee	Husain D'Silva Town
Aga Khan University	Nusrat Bhutto Colony
National Stadium	Sakhi Hassan, Nagan Chowrangi UP More
Hassan Square	Five Star, Tahir Vila, Cafe Piala
Sir Syed University	Ayesha Manzil, Mukka Chowk
NIPA, Safari Park	Azizabad, Gulshan 13-D/1
Maskan, Main Campus	Gulshan Roundabout/Main Camp

Shuttle Service between Main and City Campus

The shuttle also runs from Main to City and back, from City to Main. Students holding IBA bus card may avail the pick and drop facility of shuttle.

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

For any further information please contact Mr. Kazi M. Mazhar uddin, Assistant Manager Transport Mobile No 0333-3753147/0331-2499109, Ext.2047

Emergency Medical Services

A new clinic block is set to cater to any medical emergency.

Evacuation & Accidents

In case of an unforeseen event, Help Desk Extensions are to be contacted.

1468 (Security Manager) and at 2020 (Manager Administration) for the Administration Block. For City Campus, Help Desk extension is 1460 for Security and 1008 for (Manager Administration).

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

1. Leave the building from the nearest exit.
2. Report to the assembly points and record your attendance.
3. Stay put until order has restored.

HOSTELS

Accommodation

The IBA (Main Campus) provides accommodation facilities for its students outside Karachi and from abroad. The charges in Fall 2017 for hostel accommodation are Rs. 55,000/- per semester, with an additional Rs. 1,000/- (refundable) for security deposit for new students only. This does not include meal charges (dining 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; lounge are equipped with LCD TV screen and satellite decoder. Wi-Fi facility is available in the hostel.

Upkeep

Residents are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case and common room etc. clean and tidy at all times. All fans, lights and electrical appliances must be switched off when not in use. Any damage to the hostel property must be reported immediately to the hostel staff. Hostel resident will be charged for all damages except damages caused by normal wear and tear.

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

Hostel Regulations

Students are required to abide by certain regulations, failing to do so can put a student into jeopardy. For this purpose, Hostel residents are to be aware of the following Hostel regulations:

1. Residents are required to sign a receipt of Hostel property in their rooms and will be held responsible for any loss or damage.
2. 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, a guest could stay for a maximum period of three days. A resident will not avail himself of this facility more than twice in a semester.
3. Residents will not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures.

4. Hostel residents are required to carry their I.D card at all times in the compound of the hostel complex.
5. No smoking is allowed within the hostel premises.
6. Pets are prohibited.
7. Residents should not disturb their fellow residents by playing radio, music players or any such instruments at a high volume, or cause others discomfort. Silence hour should be maintained strictly after 10:00 p.m. in the Hostel so that residents can devote their time to studies.
8. No societies will be formed and no meetings to be held.
9. Parties or social gatherings in the hostel complex are not permitted without the prior and written consent of the Superintendent IBA Boys Hostel.
10. Residents are advised to lock all the doors at all times for security purpose. The hostel management is not responsible for any loss of private property.
11. Hostel residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession.
12. Residents should leave the Hostel within one week after the declaration of their last examination results and report their departure to the Warden /Superintendent.
13. All residents should be in the Hostel by 11:00 p.m. every night and are not allowed to leave the hostel before 6:00 am.
14. Residents wishing to stay outside the Hostel (from 10:30 p.m. to 7:00 a.m.) are required to write the necessary particulars in the Overnight Stay Register.
15. Residents committing serious offences will be subjected to disciplinary action, extending up to expulsion from the Hostel / IBA.

PERSONAL & INSTITUTIONAL SECURITY

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

1. General Safety Tips

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

2. Institutional Safety Tips

- a) IBA is not responsible for any loss, damage or any kind of mishap with the student’s personal belongings.
- b) It is mandatory for all IBA students, staff, inclusive of full time, part time, daily wagers, to wear IBA identity cards while on duty. These cards will be prepared by the Program Offices.
- c) IBA security staff on duty is authorized to request any person entering IBA to prove / show their identity and wear the IBA identity card.
- d) Comply with the instructions of Vehicle Security. Obtain valid vehicle pass and display sticker for entry into IBA premises.
- e) Allow time for inspection of vehicles at IBA entry points. Unchecked / Unauthorized entry of vehicles is a grave danger to security.
- f) Before leaving, lock your vehicle. Park at your own risk policy applies.
- g) Carefully plan and execute security arrangements of functions such as concerts. Avoid late night functions.
- h) Filter terrorizing messages and confirm their validity before informing others.
- i) Don’t leave your personal belongings e.g. bags etc. un-attended.
- j) 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.
- k) Never bring any weapons/drugs/explosive material to campus/hostels. The institute holds a zero tolerance policy towards possession of arms/weapons explosive and inflammable material, drugs etc. in the campus.
- l) 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.
- n) Don't leave cell phones and laptops unattended.
- o) Use of barrier pass on a vehicle with a different registration number is not allowed. Please obtain fresh barrier pass when vehicle is changed.
- p) In case of vehicle theft/Lost, follow the mentioned below procedure:
 - i. Contact CPLC 24/7 Call Centre Helplines 021-35662222 & 021-35682222 or any other CPLC Office for lodging complaint of snatched/ Stolen vehicle.
 - ii. Provide at least initial information of vehicle i.e. registration Number, make color and place of the incident.
 - iii. Also inform 15 control to relay the message of snatched/stolen vehicle.
 - iv. To reach CPLC- Phone No.+92(21)35683333, UAN No. 111 222 345, E-mail Info@cplc.org.pk
- q) In case of **mobile theft/lost**, Follow the below mentioned procedure:
 - i. Call police at **15** to report your missing handset and place a recovery request, even if you think they won't do anything.
 - ii. Call PTA at their toll-free number **0800-25625** to make your phone inoperative.
 - iii. Call CPLC (Citizens-Police Liaison Committee) at **021-5682222** to make your phone inoperative – Karachi only.

3. Parking on campus

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

- a) For reasons of sustainability and community, a car sticker is mandatory for all students.
- b) Carpooling /ride sharing is a good practice. However, only car with student driver is allowed to enter through gate 4. Passengers should be dropped off for entry through the side gate for entering into the campus.
- c) Vehicle should not be accelerated beyond 15 to 20 km/h
- d) Cars with tinted glasses are not allowed to enter the campus. If your car has tinted glasses, lower the windows so that the guard can see inside.
- e) To ensure safety, helmets are encouraged to be worn while riding a two-wheeler.
- f) 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.
- g) Person to whom the sticker is issued will undertake to park his / her vehicle in the assigned area namely the area earmarked for faculty, staff, students or two wheeler as the case may be.
- h) Vehicle owners are to properly secure their vehicles with dual lock system etc. Better to have your vehicle insured. In case of loss or theft, IBA will not be responsible.

- i) Plot outside Main Campus gate has been declared a **NO PARKING ZONE**. Please don't try to park your vehicles there.
- j) The checking procedure from Muskan gate till parking of vehicle at Student Centre parking takes 15 minutes approximately. Students are, therefore requested to keep that time cushion in their mind before leaving for IBA.

4. Car Sticker Policy

- a) Car stickers are issued to only Students, Staff and Faculty/Board members of IBA who are maintaining cars either on their names or against the names of their close relations (i.e. wife, husband daughters or sons). Under normal circumstances not more than one sticker is issuable
- b) Students will be issued with one sticker only- one for car and one for bike.
- c) The validity of the Car Sticker will be for a maximum period of one year.
- d) Possession of IBA sticker does not excuse the holder from being asked by security / gate staff to prove his / her identity if required.
- e) Any violation of instructions or incidence of misuse of the privilege of possessing a car sticker may lead to cancellation of the sticker.

5. Procedure for obtaining vehicle sticker

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

- a) Apply online by visiting www.tinyurl.com/ibastudent.
- b) Sticker will be ready within 2 working days.
- c) Bring following documents at the time of sticker collection:
 - i. Copy of NIC
 - ii. Copy of Driving license
 - iii. Copy of IBA Student card / current fee deposit slip
 - iv. Copy of Registration Book
 - v. 2 x photographs 1x1 in case of motor bike pass.
 - vi. Authority letter (incase vehicle is on leasing / bank name)
- d) Stickers can be collected from:-
 - i. For **Main** campus, security office located at ground floor room no.7, Fauji Foundation Building. UAN No. 111-422-422, Extension # 2467.
 - ii. For **City** campus, security office located near entrance. UAN No. 111-422-422 Extension # 1468.
- e) Rs. 100/- will be charged for fee voucher per sticker.
- f) As per the instructions issued by KU officials and limited parking space, student will be issued with one sticker only.

PARKING SPACE FOR STUDENTS & NO PARKING ZONE GOOGLE IMAGERY



STUDENT COUNCIL & SOCIETIES

THE IBA STUDENT COUNCIL (ISC)

Composition

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

1. Vice President (VP)
2. General Secretary (GS)
3. Treasurer (TR)
4. Campus Coordinator (Main Campus)
5. Campus Coordinator (City Campus)

Responsibilities

Dean and Director of IBA will be the ex-officio President of the ISC. He will be assisted by the Student Counselor (SC) under whose guidance the members will fulfil the following responsibilities:

- a) Prepare a Calendar of Events (CoE) for the whole year.
- b) Prepare the annual budget for all the activities to be undertaken including the projected sponsorships and get the concurrence of the Director Finance.
- c) Present the COE and annual budget to the Dean and Director of IBA.
- d) Organize all social functions such as annual dinners, picnics, trips, social get together.
- e) Allocate the budgets for the activities and release the tranches to the concerned office bearers.
- f) Guide, help, supervise and facilitate the activities of the student societies.
- g) Ensure adherence to the IBA Code of Conduct.
- h) Get the expenses audited in the same year.

THE STUDENTS SOCIETIES AND CLUBS

Composition

1. Student Societies are formed in three distinct clusters, namely Co-Curricular activities cluster, Extra-Curricular activities cluster and Service Activities cluster.
2. The elections of the office bearers will be open to the regular students of the morning programs.

3. Students are allowed to enroll themselves till the first week of September only. Each student can be an active member of maximum three societies.
4. Following criteria should be met in order to contest for elections:
 - a) Students should have a GPA higher than 2.5.
 - b) Junior and Final year students are only eligible to run in elections.
5. Each society will have a faculty member as Patron, under whose chairmanship will the elections be held.
6. Office Bearers can only serve for a year.
7. Each society will have the following office bearers working under the overall guidance of the Patron:

Appointment	Total No.
Manager	1
Assistant Manager	1
Treasurer	1
Event Coordinator	5

The Executive Council

Eleven office bearers will form the Executive Council of the Society. The Executive Council of each society will prepare their annual work plan and the budget associated with it, under the guidance of Patron. Each society, at the time of submission of the budget, should indicate:

- a) Respective events of the society in the year
- b) Estimated amount to be generated through sponsorship
- c) Amount needed from IBA.

Job Descriptions

A. The Patron

The role of the patron is to encourage the office bearers and members of the respective club / society developing their managerial, social and team work skills. Patron's duties entail:

- i. Supervise the conduct of the election of office bearers.
- ii. Address the office bearers and members of the society / club at least once per semester; usually in September and January.
- iii. Monitor progress for the planned events, particularly in regards to the arrangement of sponsorships.
- iv. Ensure that club / society disciplinary matters are dealt with appropriately.
- v. Ensure that the financial guidelines are being adhered to the office bearers.

B. Office Bearers of IBA Societies/Clubs

1- Manager:

Manager acts as the head of society and is responsible for the running of the society events and its success. His/her responsibilities include:

- i. Decisions about the society, its logistics and its budget.
- ii. Plan and outline the events and conferences to be conducted by the society, book the venue, prepare the calendar of events, get it approved from the Patron and disseminate to the Administration, Finance Departments and Student Councilor.
- iii. Acquaint each member of the committee with its function, responsibility and duty
- iv. Conduct interviews, form a management team for individual events, divide the team into different departments and assign heads to each department.
- v. Arrange sponsorships from the corporate sector and deal directly with the clients associated with the society events.
- vi. Prepare a closing report at the end of the tenure and submit it to the Patron to ensure the sustainability of the society.
- vii. Brief the Patron /office bearers with the standard operating procedures and ensure compliance with the financial guidelines for organizing various events.
- viii. The Manager should ensure that report on each event duly approved by the Patron, should be described and documented on the IBA Web / portal reports section within two days after the closure of event.

2- Assistant Manager:

Assistant Manager is responsible for facilitating the manager in his/her tasks. He or she may;

- i. Plan duties needed to be carried by other members of the society;
- ii. Monitor and direct the team into carrying out their jobs effectively.

3- Treasurer:

Role of the Treasurer is to act as the Chief Financial Officer of the Society and maintain track of all financial transactions and source documents. The specific duties of the treasurer include:

- i. Scrutinize the sponsorship proposals / MOU's, receipts and expenditures.
- ii. Prepare RFQ and obtain proper quotations for goods and services made available to societies.
- iii. Keep track of all the receipts and expenditures.
- iv. Ensure that the total expenditure on society events does not exceed the allocated budget.

- v. Prepare and present the society's budget and financial position. Provide financial statements and bank reconciliation statements at the end of the year.
- vi. Coordinate with Finance department and ensure that payments for goods, services and facilities utilized by the society are made on time and receipts obtained.
- vii. Compile and send details.
- viii. Ensure that all provisions and rules given in the Financial Guidelines for Societies / Clubs are being complied.

4- Event Coordinator (EC):

Event Coordinator is the gatekeeper for the manager of the society / club and may be assigned the following duties:

- i. Allocate duties to individual members of the society / club pertaining to the conduct of an individual event.
- ii. Develop and distribute the promotional material related to a particular event.
- iii. Ensure the orderly sale of tickets and entry, assembly and proper conduct of participants in an event.

Financial Guidelines for Students Societies, Clubs & ISC

Objective

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

Financing and Budget:

- a) A contribution will be made of an amount approved in the IBA Budget.
- b) There will be a dedicated bank account under the name of "IBA Students' Societies" and the total funds contribution will be transferred to said bank account upon finalization of list of selected students.
- c) No refunds are to be made to students leaving IBA once the funds are transferred to dedicated bank account.
- d) The members of the societies may generate sponsorships, sell the event tickets, make additional contributions, etc.
- e) 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.

- f) Each society, at the time of submission of the budget, should indicate
 - i. The estimated amount to be generated through sponsorship, etc.
 - ii. The amount needed from IBA.
- g) The Budget will be allocated to Students' Societies by the Dean and Director of IBA.
- h) The funds allocated to the student society will only be utilized for purpose / event for which it is approved.
- i) Extra incentive amount will be given to those societies/clubs at the time of budget allocation.
- j) 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.
- k) 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.

Conflict Of Interest

An office bearer is not eligible to set up a business within IBA. To take up the duties of a vendor simultaneously is a violation of the Code of Conduct. It may lead to Disciplinary Action being taken.

Calendar of Events

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

Financial Proposal

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

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

Sponsorships Management

- a) MOU for sponsorships must be approved and signed only by the Patron of the Society / club.

- b) Sponsorships / contributions from organizations will be received via a crossed cheque in the name of IBA, Karachi.
- c) Cheque will be accompanied with a letter from the donor / sponsor indicating the title of sponsor.
- d) Office bearers will have to comply with the sponsorship requirements.
- e) Sponsorship should preferably be received in advance of the event.
- f) The payments for sponsored events can only be made once the sponsorship amount is received.

Tickets Selling

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

Incurrence of Expenditures

- a) A list of prequalified vendors for Printing, Catering and other major expense items will be common to all the societies.
- b) 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.
- c) Approval from the Dean and Director is required in case of funding a student's trip by a society/club.

- d) If any society/club sponsors the student(s) to attend any conference/workshops/seminars within the country the objective of such conference should be in line with the society's/club's objectives.

Expense more than Rs.5, 000 /-

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

For Contracts

A comprehensive contract, inclusive of the disciplinary clause, should be signed between IBA and the contractor, before hiring services for any student society event.

For Petty Cash Expenses

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

Payment Mechanism

- a) The Patron (or by the Students' Counselor in case of ISC), Manager of that Society (or by the Vice President in case of ISC) and Treasurer, will jointly approve all the payment requests for expenditures.
- b) In case of petty items, advance will be issued to the patrons.
- c) The advance disbursement will be subjected to adjustment against production of receipts / supports of expenses.
- d) Work order must be approved before the event.
- e) Payment request will indicate that the procurement has been completed.
- f) The payment request will be accompanied with the following documents:-
 - i. Invoice from the Supplier with contact details (where applicable GST invoice must also obtained)
 - ii. Work / Payment Order signed by the Patron (or by the Students' Counselor in case of ISC)
 - iii. Three quotations along with comparative summary.
- g) Upon retrieval of complete documentation (including sponsorship receipt, where applicable), the payment will be released within five working days by the Finance department.
- h) In case of any noncompliance of these financial guidelines the office bearers will be answerable to the Patron. If these justifications are reasonable ONLY then the payment will be released.
- i) In case of any gross financial irregularity with respect to these guidelines will be forwarded and reported to the Dean and Director of IBA.

Event Report

Each event should be documented on the portal within 2 days. Failing to meet the deadline will result in rejection of the budget.

Closure of the Event

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

Financial Advisory / Audit:-

- a) Director Finance will act as the Financial Adviser to the Students' Societies / ISC.
- b) The accounts of the Students' Societies will be maintained in the manner prescribed in the basic financial guidelines as mentioned above.
- c) Director Finance will get the expenses and IBA's account audited.

Finance Department

Supervisory Officer: Mr. Moeid Sultan, Director Finance

Office: Fauji Foundation Building (Main Campus): Tel: 38104700-01 Ext: 2300

E-mail: msultan@iba.edu.pk

Student Societies, Clubs & ISC Finance related matters	<p align="center">Syed Mazhar Ali Kazmi Assistant Manager Financial Reporting IBA-Main Campus Cell No. 0345-2745293 TEL: 38104700-01 Ext: 2306 E-mail: smkazmi@iba.edu.pk</p>	<p align="center">Moeid Sultan Director Finance IBA-Main Campus Cell No. 0301-2522552 TEL: 38104700-01 Ext: 2300 E-mail: msultan@iba.edu.pk</p>
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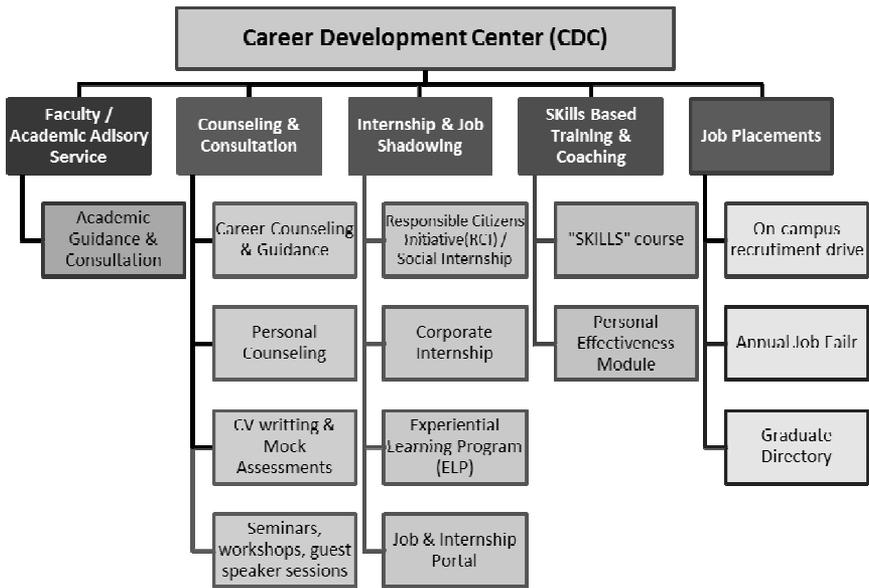
Student Societies and Patrons Fall – 2017

S #	Name of Society / Club	Patron from Faculty
Cluster 1 - CO-CURRICULAR ACTIVITIES CLUSTER		
1	Economics club	Ms. Tahira Maryam Jaffery
2	Entrepreneurship Society	Dr. Shahid Qureshi
3	Finance Club	Ms. Sana Tauseef
4	Human Resource Club	Ms. Nyla Aleem Ansari
5	Computer Science Society	Dr. Sajjad Haider
6	Leadership Club	Dr. Nasir Afghan
7	Marketing Club	Mr. Jami Moiz
8	Social Sciences Club	Dr. Faiza Mushtaq
9	Mathematics & Astronomy Club	Dr. Danish Ali
10	MBA Club	Dr. Nasir Afghan
Cluster 2 - EXTRA CURRICULAR ACTIVITIES		
11	Adventure Club	Mr. Ameer Rizvi
12	Photography Society	
13	Arts Society	Dr. Syed Noman Ul Haq
14	Boys' Sports Society	Mr. Asad Ilyas
15	Dramatics Society	Dr. Ali Gibran Siddiqui
16	Girls' Sports Society	Ms. Palvashay Sethi
17	Literary Society	Dr. Navin Minai
18	Music Society	Mr. Ejaz Mian
19	Public Speaking Society	Ms. Nadia Sayeed
Cluster 3 - SERVICE ACTIVITIES GROUP		
20	Alumni and Placement Society	Mr. Jami Moiz
21	Go Green Society	Mr. Mohsin Ali Patel
22	Boys' Hostel Society	Mr. Jami Moiz
23	Girls Hostel Society	Mr. Jami Moiz
24	Community Welfare society	Dr. Najam Anjum Akbar
25	Iqra Society	Dr. Imran Khan
26	Media & Communication Society	Dr. Tiago Lopes

Student Development Program

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

Student Development Program (SDP) Model



Program Structure

Year 1:

Faculty / Academic Advising

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

The Advisor builds the connection between the student and the institution. As an Advisor interacts with students in a one-on-one relationship, students gain an understanding of their own potential and clarify their educational goals. Students are provided educational strategies so that they use resources to their advantage as they seek to accomplish their educational and career goals.

Career Counselling & Guidance

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

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

Personal Counselling

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

When should you see a personal counselor?

- When you feel safe to discuss an issue with an academic/career counselor directly.

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

NOTE:

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

Year 2:

Responsible Citizen Initiative (RCI) / Social Internship

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

As a condition for successful graduation, each undergraduate student enrolled in BBA/BS programs has to complete 6 to 8 weeks’ internship at an organization OR a project designated / approved by IBA as suitable for community / social service. During RCI, students are required to work on various social welfare projects with recognized and registered NGOs / organizations / projects having a demonstrated track record. Student can contact CDC to have an updated list of recommended institutions / organizations for carrying out their Social Internships.

Students approaching organizations on their own are required to seek CDC's approval before undertaking their internships. They should provide CDC with the following information for the endorsement purpose:

- a. Name of the targeted / selected organization for RCI;
- b. Project/Assignment description;
- c. Supervisor(s) Name;
- d. Project initiation date.

Organizations generally inquire about students’ authenticity for which students can request CDC to issue a formal Recommendation Letter which they can present to their respective institutions. Once the internship period ends, students must submit the following documents to the CDC within two weeks:

- a. Acknowledgement Letter OR Certificate from the organization's HR confirming the completion of internship;
- b. Filled and sealed Evaluation Form (on a prescribed format, available with CDC);
- c. Internship Report* (Preferably Soft Copy at cdc@iba.edu.pk mentioning 'RCI-YYYY Report-your ERP' i.e. 'RCI-2017 Report-06027' in the subject line)

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

Year 3:

Personal Grooming & Skills Development Program

Organizations look for a graduate from a well-reputed university, who not only has specialized knowledge but is also proficient in terms of personal and professional skills. To equip students with essential skills, IBA has developed a comprehensive skill development program which not only identifies students' present level of proficiency on the pre-identified skills but also provides them with a toolkit to fine-tune them.

Program objectives:

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

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

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

YEAR 4:

Corporate Internships

Corporate Internships are extremely valuable as they allow students to gain hands-on experience, develop their resumes, build valuable industry contacts

and strengthen their professional network. In some cases, interns may actually receive an offer of employment from the company.

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

NOTE:

Students are required to carry out their Corporate Internships right after their third year of studies (fifth/sixth semester) preferably in summer and should complete this mandatory graduation requirement by the end of their final year of studies/eighth semester.

Personal Effectiveness

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

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

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

- Myers and Briggs Personality Type Indicators
- Negotiation Skills
- The Job Application Process
- Conflict Management
- Entrepreneurship
- Resume Building
- Critical Thinking
- Leadership
- Mock Interview/Panel Interviews

Students interact with different instructors and trainers from the industry, learn through their diverse experiences and develop skills and knowledge which is a

combination of theory with an understanding of application and solutions. They learn how to handle the job application process, organize career choices and career progression as well as focus on the development of entrepreneurial expertise.

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

Experiential learning Program (ELP)

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

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

Brief description of the activities involved is as under:

- The students group (4-5 students) will prepare a project proposal (terms of reference) based on discussions with the company. A work plan is also prepared listing the main activities to be undertaken and a time table for completion of these activities.
- Students present the proposal and work plan before a faculty Advisors. During the projects an interim progress report (Mid Review) is submitted to the ELP Faculty Advisor and to the organization's coordinator.
- On completion of the project a draft written report is submitted and an oral presentation made to the client and the Faculty Advisors. The presentation is held at the IBA Karachi
- Based on client and faculty feedback a final written report is submitted to all for final grading.
- A Faculty Advisor guides and monitors the project through the year. This includes reviewing the terms of reference and work plan, the progress report, and the final presentation and report.
- Final assessment is conducted by both parties; IBA Faculty advisors and Organization's coordinators. The substantial feedback will be considered towards final grading of students.

Note:

Experiential Learning Program (ELP) is only limited to BBA program students of last semester i.e. 8th semester

IBA Career Development Centre

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

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

Workshops and Seminars

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

Recruitment Drives

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

Mock Assessments

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

Job Announcements

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

Graduate Directory

The CDC publishes a graduate directory for employers every year as another talent-search resource. This graduate directory serves as a depository of

information for recruitment of potential employees. Soft copies of these profiles are also shared with many employers in the country and overseas. Employers can avail their copy by sending their request at cdc@iba.edu.pk.

Job Fair

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

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

CDC Team

Mr. Leon Menezes

Director - Career Development Centre
E-mail: lmenezes@iba.edu.pk
Phone: 38104700 Ext. 2670

Mr. Danish Imtiaz

Manager – Career Development Centre
E-mail: dimtiaz@iba.edu.pk
Phone: 38104701 Ext. 1179

Mr. Shiraz Ahmed

Senior Executive - CDC
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Phone: 38104701 Ext. 1176

Mr. Syed Arsalan Ashraf

Executive – Corporate Relations-CDC
Email: saashraf@iba.edu.pk
Phone: 384104701 Ext. 2634

Ms. Javeria Fatima Qureshi

Executive – Marketing & Communications-CDC
Email: jfatima@iba.edu.pk
Phone: 384104701 Ext. 1183

For Further Details:

IBA Career Development Centre | IBA City Campus
Plot # 68 & 88 | Garden / Kayani Shaheed Road | Karachi - 74400 | Pakistan
Phone: 92-21-38104701
Web: <http://cdc.iba.edu.pk>

EVENT MANAGEMENT

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

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

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

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

Name of Event or Function

Day, Date and Time of Event or Function

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

Name: _____ Role: _____

Phone: _____

Mobile: _____

Other Relevant Contacts:

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

Available Budget: Rs. _____

External Funding / Contributions: Rs. _____

Total Budget for Event or Function: Rs. _____

(Attach financial plan approved by the Patron)

NOTE: Events held outside IBA are to be approved by the Dean and Director and Admin Office.

A hardcopy of this form is to be submitted to both, Admin and Finance Office.

FEE AND DUES

1. Procedure for Payment of Fees

- a) Tuition fee will be announced around the commencement of the semester
- b) Fee vouchers will be made available to the students through Campus Management System (ERP).
- c) Students are liable to make payments for the fee due, by the appropriate deadline as mentioned on the voucher and announced through notice.
- d) Payments can be made in one of the following modes:
 - i. Direct Deposit through any Faysal Bank Branch in Pakistan through Fee Vouchers generated from ERP
 - ii. Pay Orders in the name of 'IBA Karachi' can be delivered to Finance Department
 - iii. Online payment through IBA's website
<http://iba.edu.pk/IBApayOnline.php>
- e) 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 or degree, till the time he/ she clears all his dues.

2. Determination of Student Fees

- a) The Institute will fix, or specify a means by which the tuition fees will be calculated or ascertained, for any course of study or training at the institution.
- b) The Institute must ensure that no student will be or continue to be enrolled in a course of study or training at the institution unless he/she has paid:
 - i. The tuition fee fixed, or calculated or ascertained
 - ii. All other charges prescribed by the institute
- c) The BOG of the Institute shall approve the 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.
- d) 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 will be published as soon as, is practicable after approval.

3. Calculation of Fees

- a) All regular (Morning) students shall be liable to pay fixed fee for the semester, maximum cut off for the fixed fee is 4 courses or more. Additional per course fee will be charge to students on course above 6
- b) All evening students will pay their fees calculated on fee challan, normally based upon the number of subjects enrolled in.
- c) Other approved fees charges which are not based upon subjects may be added to the fee challan as applicable.

4. Fee Payment

Tuition fee shall be announced around 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:

- a) Direct Deposit through any Faysal Bank Brach in Pakistan through Fee Vouchers generated from ERP
- b) Pay Orders in the name of 'IBA Karachi' can be delivered to Finance Department
- c) Online payment through IBA's website <http://iba.edu.pk/IBApayOnline.php>.
- d) 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/her dues until the completion of the program, he/she will not be issued provisional transcript, transcript or degree, until the time he/she clears his all dues.

5. Procedures Regarding Refund of Fees:

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

	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 will be refunded up to 7th day Of convene of classes. • Half (50%) of the tuition fee will be refunded from 8th -15th Day of convene of classes. • No fee(0%) will 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 will be refunded.
3	Change of Classes	<ul style="list-style-type: none"> • Where student elects to change a class, there will 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 will be refunded if student does not Meet the criteria of provisional admission. • No tuition fee will be refunded if it is found that the student has provided incomplete or inaccurate information in support of their application for admission, any application for credit Or recognition of prior learning, or their 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 will be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was excluded
7	IBA suspends or expels the student due to Academic Misconduct	<ul style="list-style-type: none"> • 100% of the tuition fee will be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was Suspended or expelled.
8	Semester Gap	<ul style="list-style-type: none"> • Tuition Fee paid in advance will be adjusted to the coming semesters, if student is allowed a semester gap by IBA Administration. • 100% of the tuition fee will be refunded if classes not yet Commenced. • No tuition fee will be refunded after commencement of Classes.
9	Extraordinary Circumstances	<ul style="list-style-type: none"> • 100% of the student tuition fee will be refunded if student suffers from extra-ordinary circumstances (i.e. death or accident that cause permanent disability)

6. Exception

Under any circumstances Admission fee will NOT BE refunded.

7. Exclusion

Cash payment will not be accepted from the students.

8. 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.

9. One Time Charges for all Academic Programs

Following charges are also applicable in addition to tuition fees.

- + Admission Fees } at the time of Admission in IBA
- + Transcript Charges }

Important Notes:

- i. 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).
- ii. 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 Assistant Manager Financial Aid IBA-Main Campus Cell No. 0322-9099100 TEL No, 111-427-427. Ext # 2312	Syed Mahar Ali Kazmi Assistant Manager IBA-Main Campus Cell No, 0345-2745293 TEL No. I 11.422.422 Ext # 2306
Syed Jehanzeb Manager Finance IBA-Main Campus Cell No. 0334-3331238 TEL No. 111-422-422 Ext # 2320		

SERVICE UNITS AT IBA (KARACHI)

ADMINISTRATION DEPARTMENT

Wing Commander (R) Aamer Shabbir Khan, General Manager Administration
PN

Contact Details: Registrar office: 38104700
Ext: 2080 Cell No.: 0333-4555583 Email: askhan@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Financial Aid Office/ Scholarship	Mr. Tanveer Ahmed Senior Executive Financial Aid	Fauji Foundation Building (Main Campus) TEL: 38104700 Ext. 2312 Cell: 03229099100 Email: tahmed@iba.edu.pk	Mr. Moeid Sultan Director Finance (Fauji Foundation Building) (Main Campus) TEL: 3810470 Ext. 2307 Cell #: 03205079010 Email: msultan@iba.edu.pk
2	PURCHASE OFFICE	Mr. Muhammad Sohail Khan Manager Purchase	Gani & Tayub Auditorium (Main Campus) TEL: 38104700-01 Ext. 2151 Cell #: 03022471434 Email: mskhan@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583 Email: askhan@iba.edu.pk
3	Boy's Hostel	Mr. Mujahid Husain Incharge Boys Hostel	IBA Boys Hostel, Main University Campus Hostel Number: 9261 523-24 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 TEL: 38104700-01 (Ext. 2001) Cell # 0300-8217943 Email: jmoiz@iba.edu.pk
4	Girl's Hostel	Ms. Samiya Shaikh IBA Girls Hostel, Staff Town	IBA Girls Hostel TEL: 38104700-01 Ext. 2044 Cell # 0306-2399697 Email: sshaikh@iba.edu.pk	Ms. Jami Moiz Assistant Professor/ Boys Hostel Superintendent IBA Girls Hostel, University Campus TEL: 38104700-01 Ext. 2001 Email: jmoiz@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
5	Security Services Main Campus	Capt. (R) Khalid Javed Rishi Manager –Security	Tel :38104700-01 Ext 2465 Cell : 0344-2672551 Email: kjaved@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji foundation Building (Main Campus) Tel: 38104700 Ext:2030 Cell : 0333-4555583 Email:askhan@iba.edu.pk
	City Campus	Mr. Faheem Ahmed Khan Senior Executive Security	Tel :3810470 Ext 2520 Cell : 0345-2519985 Email: fakhan@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583 Email: askhan@iba.edu.pk
6	General Administration Main Campus	Mr. Aayatullah Memon Building Incharge Adamjee Academic Block (Main Campus)	TEL: 38104700-01 Ext. 2017 Email:amemon@iba.edu.pk	Ms. Shabana Amirali Manager Administration Fauji Foundation Building Tel: 38104700-01 Ext. 2020 E-mail: shamirani@iba.edu.pk
		Mr. Abdul Karim Modi Building Incharge Aman CED Building (Main Campus)	TEL: 38104700-01 Ext. 2006 Email:akmodi@iba.edu.pk	
		Mr. Abdul Khalid Building Incharge Tabba Academic Block (Main Campus)	TEL: 38104700-01 Ext. 2014 Email: akhalid@iba.edu.pk	
		Syed Guhar Raza Zaidi Manager Alumni Student Center & Sports Facilities	TEL: 38104700-01 Ext:2478 Email: guhar.msclf@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583
	City Campus	Mr. S. M. Rizwan Rizvi Manager Administration	Admin Block (City Campus) TEL: 38104700-01 Ext. 1008 Cell #: 03332136876 E-mail: srizwan@iba.edu.pk	Email: askhan@iba.edu.pk (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583 Email: askhan@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
	City Campus	Mr. Rashid Ali Khan Manager Admin, JS Auditorium & Aman Tower	AMAN Tower (City Campus) TEL: 38104700-01 Ext. 2005 E-mail: rkhan@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583 Email: askhan@iba.edu.pk
	City Campus	Mr. Muhammad Rafiq Building Incharge HBL Academic Center	HBL Academic Center (City Campus) TEL: 38104700-01 Ext. 2019 E-mail: murafiq@iba.edu.pk	
7	Admissions Office City Campus	Ms. Mahwish Butt Senior Executive (Admissions Office)	Admin Block (City Campus) Tel: 38104700-01 Ext. 1817 E-mail: mbutt@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583 Email: askhan@iba.edu.pk Wing Commander (R) Aamer Shabbir Khan General Manager Administration
8	Facilities Maintenance Main Campus	Mr. Azfar Abbasi Senior Executive Repair and Maintenance	National Bank Technology Building Tel: 38104700-01 Ext. 2504 Cell #: 03002471670 Email: aabbasi@iba.edu.pk	Syed Fahim Uddin Manager General Maintenance Fauji Foundation Building Tel: 38104700-01 Ext. 2520 Cell #: 03342229732 Email: syedfahim@iba.edu.pk
	City Campus	Mr. Baber Majeed	Admin Block Tel: 38104700-01 Ext. 1502	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583
	City Campus	Mr. S. M. Rizwan Rizvi Manager Administration Admin Block (City Campus) TEL: 38104700-01 Ext. 1008 Cell #: 03332136876 E-mail: srizwan@iba.edu.pk		

				Wing Commander (R) Aamer Shabbir Khan General Manger Administration TEL: 38104700-01 EXT:20808 Email: askhan@iba.edu.pk
9	Electrical	Muhammad Qamaruddin Engineering (Electrical)	Admin Block TEL: 38104700-01 EXT: 1504 Email: mqamer	Mr. Mushtaq Ahmad Manager Operations & Maintenance Ext: 2506 Cell # 0300-2039180 Email: mushtaqahme@iba.edu.pk

Key Contacts for Library Services & Facilities

Description of Services	Contact Official	Location & Extension
General information, queries	Email: library@iba.edu.pk Website: library.iba.edu.pk	Circulation Counter Main Campus, Ext. 2271 Hours: 8:30 am to 10:00pm Circulation Counter City Campus, Ext. 1271 Hours: 8:30 am to 10:00pm
Library orientation, academic & research support, databases	Sadia Yaseen Executive Research Services syasin@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,	Nusrat Jabeen Assistant Librarian Collection Services njabeen@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 Nysa Assistant Librarian Collection Services bnisa@iba.edu.pk	Main Campus, Ext # 2273 Hours: 8:30am to 04:00pm
Research help, in-class suggestions, & complaints		

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

Main Campus	City Campus
<ul style="list-style-type: none">- Monday to Saturday 08:30am to 10:00pm- Sunday timings are announced separately Through email as required. Generally main campus library remains open from 11:00 am to 07:00pm on Sundays.	<ul style="list-style-type: none">- Monday to Saturday 08:30am to 10:00pm*- Extended timings on Sundays from 10:00am To 06:00pm during exam days or as required.

ASSOCIATE DEANS OFFICES

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

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

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
12	Business Administration	Ms. Ghulam Fatima Assistant Manager (Faculty Coordination)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2008 Cell #: 03032396095 Email : gfatima@iba.edu.pk	Dr. Mohammad Nishat Associate Dean, Faculty of Business Administration Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2600 Cell #: 03082229333 Email: mnishat@iba.edu.pk
	Computer Sciences			Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences HBL Academic Center (City Campus) Tel: 38104700-01 Ext. 1600 Cell #: 03082227111 Email: sghani@iba.edu.pk
13	Student Affairs	Mr. S. M. Saeed Student Counselor	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 1614 Cell #: 03002509209 Email: ssaeed@iba.edu.pk	Dr. Muhammad Nishat Associate Dean, Faculty of Business Administration Tel: 38104700-01 Ext. 2600 Cell #: 03082229333 Email : mnishat@iba.edu.pk & Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences HBL Academic Center (City Campus) Tel: 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 City Campus	Mr. Muhammad Anwar Head Librarian & Incharge Research Data Centre Ms. Sadia Yaseen Deputy Librarian	Mian Abdullah Library (Main Campus) UAN: 38104700-01 Ext. 2277 Direct No: 99261509 Email: anwarch@iba.edu.pk Aman Tower UAN: 38104700-01 Ext. 2272 Email : syaseen@iba.edu.pk	Dr. Syed Noman-ul-Haq Chairman Library Committee UAN: 38104700-01 Ext. 2669 Email:shaq@iba.edu.pk
15	MBA Program Office	Shah Munir Graduate Program Office	Tabba Academic Block, (Main Campus) UAN: 38104700-01 Ext. 2881 E-mail: smunir@iba.edu.pk	Dr. Nasir Afghan Director MBA Program Tabba Academic Block (Main Campus) UAN: 38104700-01 Ext. 2878 Cell #: 0302-8499324 Email: nafghan@iba.edu.pk
16	Undergraduate Program Office (Main Campus)	Mr. Muhammad Akmal Manager Undergraduate Program Office	Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext. 2551 Cell #: 03332281194 Email: makhan@iba.edu.pk	Syed Sharjeel Ahmed Program Director - Undergraduate Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext: 2666 Email : shasnie@iba.edu.pk
17	Undergraduate Program Office (City Campus)	Mr. Manoj Babulal Manager Undergraduate Program Office	Admin Block (City Campus) UAN: 38104700-01 Ext. 1840 Email: makhan@iba.edu.pk	Syed Sharjeel Ahmed Program Director - Undergraduate Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext: 2666 Email: shasnie@iba.edu.pk
18	Evening/Summer Program Office	Mr. Muhammad Ayaz Sr. Assistant (Evening Graduate Program Office)	Faysal Academic Block (City Campus) UAN: 38104700-01 Ext. 1437 Cell#: 0336-2268462 Email: mayaz@iba.edu.pk	(City Campus) UAN: 38104700-01 Ext. 1609 Email: abdul.wajid@khi.iba.edu.pk

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

DR. ZAHEERUDDIN ASIF, Office: Fauji Foundation Building
(Main Campus) TEL: 38104700-01 Ext. 1600
Cell no. 0300-9286327 E-mail: zasif@iba.edu.pk

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
20	Alumni Office	Public Affairs & Resource Mobilization	Fauji Foundation Building TEL: 38104700-01 Ext. 1205 Cell #: 0301-8245191 Email: hsiddiqui@iba.edu.pk	Dr. Zaheeruddin Asif Program Director Alumni Ext # 1600 E-mail: zasif@iba.edu.pk
21	Resource Mobilization Office		Fauji Foundation Building TEL: 38104700-01 Ext. 1205 Cell #: 0301-8245191 Email: hsiddiqui@iba.edu.pk	
22	Public Affairs Office	Syed Imtiaz Ali Senior Executive II (communications)	Fauji Foundation Building (Main Campus) TEL: 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: Towfiq (City Campus)

Tel: 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. Zeeshan- Resident Engineer	National Bank Technology Center Cell No. 0336-2021834 TEL: 38104700-01 Ext. 2101 Email: helpdeskmain@ iba.edu.pk	Mr. Asjad Asad Siddiqi Mgr. Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Email: aasad@iba.edu.pk
	City Campus	Mr. Umair Ansari Resident Engineer	Admin Block TEL: 38104700-01 Ext: 1105 Email: helpdeskcity@iba.edu.pk	
24	Multimedia Main Campus	Lab Incharge	CED Building TEL: 38104700-01 Ext: 2108	Mr. Asjad Asad Siddiqi Mgr. Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Email : aasad@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	HBL Academic Center Tel: 38104700-01 Ext: 1613 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	
25	Internet Emails Main Campus	Mr. Rashid Khan Supervisor Data Center	National Bank Technology Center Tel: 38104700-01 Ext: 2100 Cell #: 0300-2268521 Email: kxanr@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 38104700-01 Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
	City Campus	Mr. M. Asif Khan Asst. Network Manager	Tel: 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	National Bank Technology Center TEL: 38104700-01 Ext: 2100 CELL #: 0300-2268521 Email: kxanr@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 38104700-01 EXT: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
27	Video Conferencing Equipment Main Campus	Mr. Zeeshan Khan Supervisor VC	VC Room TEL: 38104700-01 Ext: 2104 Cell#: 03333938864 Email: zkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 111-677-677 Ext: 1612 Cell #: 03332352536 Email: mali@iba.edu.pk
	City Campus	Mr. Asif Ali Senior Video Conferencing Specialist	VC Room TEL: 38104700-01 Ext: 1119 Email: asifali@iba.edu.pk	
28	Telephone Extension Complaints Main Campus	Ms. Shabana Amirali Manager Administration	Fauji Foundation Building TEL: 38104700-01 Ext: 2020 Email: shamirani@iba.edu.pk	Wing Commander (R) Aamer Shabbir Khan General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2080 Cell #: 03334555583
	City Campus	Mr. M. Asif Khan Asst. Network Manager	TEL: 38104700-01 Ext: 1103 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 111-677-677 Ext: 1612 Cell #: 03332352536 Email: mali@iba.edu.pk
29	ICT Purchase / Procurement	Mr. Asad Asjad Siddiqui Procurement Manager & Customer Support	Admin Block (Main Campus) Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Email: aasad@iba.edu.pk	

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

CENTRE FOR EXECUTIVE EDUCATION

Mr. Izhar Mirza Hussain, Director CEE
Office: CEE Office (City Campus) TEL: 38104700-01
Ext. 1800 E-mail: imhussain@iba.edu.pk

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

TALENT HUNT PROGRAM

Dr. Zeenat Ismail Noor, Coordinator Talent Hunt Program
(Main Campus)

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

E-mail: zismail@iba.edu

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

INTERNAL AUDIT SERVICES

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

TEL: 38104700-01 Ext. 1000

E-mail: fiqbal@iba.edu.pk

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

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 will not take unfair advantage of any relationship and act with integrity in the use, evaluation and presentation of facts, data and documents.
- I will honor, value, protect, preserve the physical identity of the property of IBA and ensure that it is not misused, defaced or vandalized.
- I truly subscribe to the principle that every student must be a gentleman / lady first.
- I understand that my obligation to the honor system will be two-fold namely:

Individually,

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

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

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

Signature.....

Date.....

Name (Class).....



NOTES

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NOTES

Handwriting practice area with 18 horizontal dashed lines. A large, faint watermark of the letters 'IBA' and the starburst symbol is visible in the background.



NOTES

Handwriting practice area with 18 horizontal dashed lines. A large, faint watermark of the letters 'IBA' and the starburst symbol is centered in the background.

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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