



# Institute of Business Administration Karachi

## STUDENT HANDBOOK



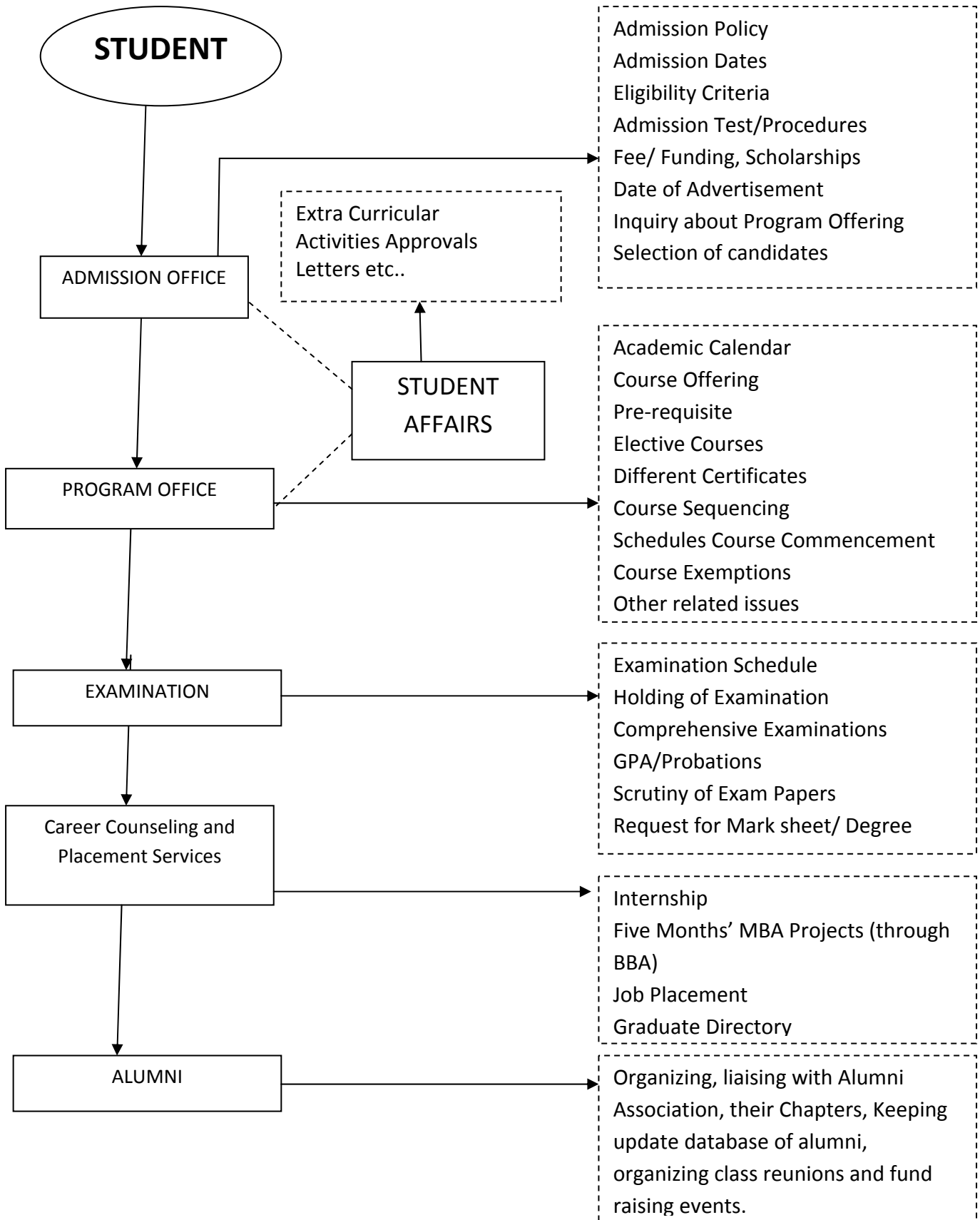
*Leadership and Ideas for Tomorrow*

*Quaid-e-Azam's message for youth*

*“I look forward to you as the real makers of Pakistan do not be exploited and do not be misled. Create amongst yourselves complete unity and solidarity. Set an example of what youth can do. Your main occupation should be– in fairness to yourself, in fairness to your parents, in fairness to the State– to devote your attention to your studies. If you waste away your energies now, you will always regret.”*

*– Quaid-e-Azam  
Mohammad Ali Jinnah  
Peshawar University - 1948*

# STUDENT SERVICES



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## PREFACE

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

The procedures and instructions contained in this document apply to students and facilities at both the campuses of IBA. This Student Handbook is, however, NOT a substitute for the Program Announcement, which is a comprehensive document regarding IBA's Admission and Academic policies, Programs of Study, Grading and Evaluation Rules, etc. Students are advised to regularly consult the Program Announcement in addition to this Handbook.

For suggestions or clarifications on the contents of this book, please contact the Office of the Registrar at **111-422-422 (Extensions 221 & 207)** or e-mail at [registrar@iba.edu.pk](mailto:registrar@iba.edu.pk).

**13 July 2009**

**Registrar  
I B A, Karachi**

## THE IBA PHILOSOPHY

The recurrent theme of the 50 years of IBA's existence is that business education should be rigorous but also relevant and looking to the future.

The IBA provides an enabling environment, conducive to scholarship and research. The faculty, staff, students and members of the industry work together to achieve learning goals. Students acquire knowledge and skills through constructive and distinctive processes that encourage them to develop an understanding of business concepts and issues, think independently and make rational choices. They are encouraged to take responsibility for their own learning, to become active participants and leaders, and to apply their knowledge in real-world contexts.

The IBA programs are designed to provide world-class professional managers and entrepreneurs for the business and industry in Pakistan.

*“We have to do the best we can. This is our sacred human responsibility.”*

*–Albert Einstein*

## OUR CORE VALUES

TRUTH Being truthful involves speaking and acting in accordance with your highest ethical values. Being truthful means to consistently represent what and who you really are, and what you believe in. When working in a team, truth requires you to be reliable.

DISCIPLINE You should have the will to work according to rules, with precision and honesty, even after the motivation act has disappeared. Discipline involves self-control and self-regulation that builds up character and should be an integral core value of an IBA student.

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

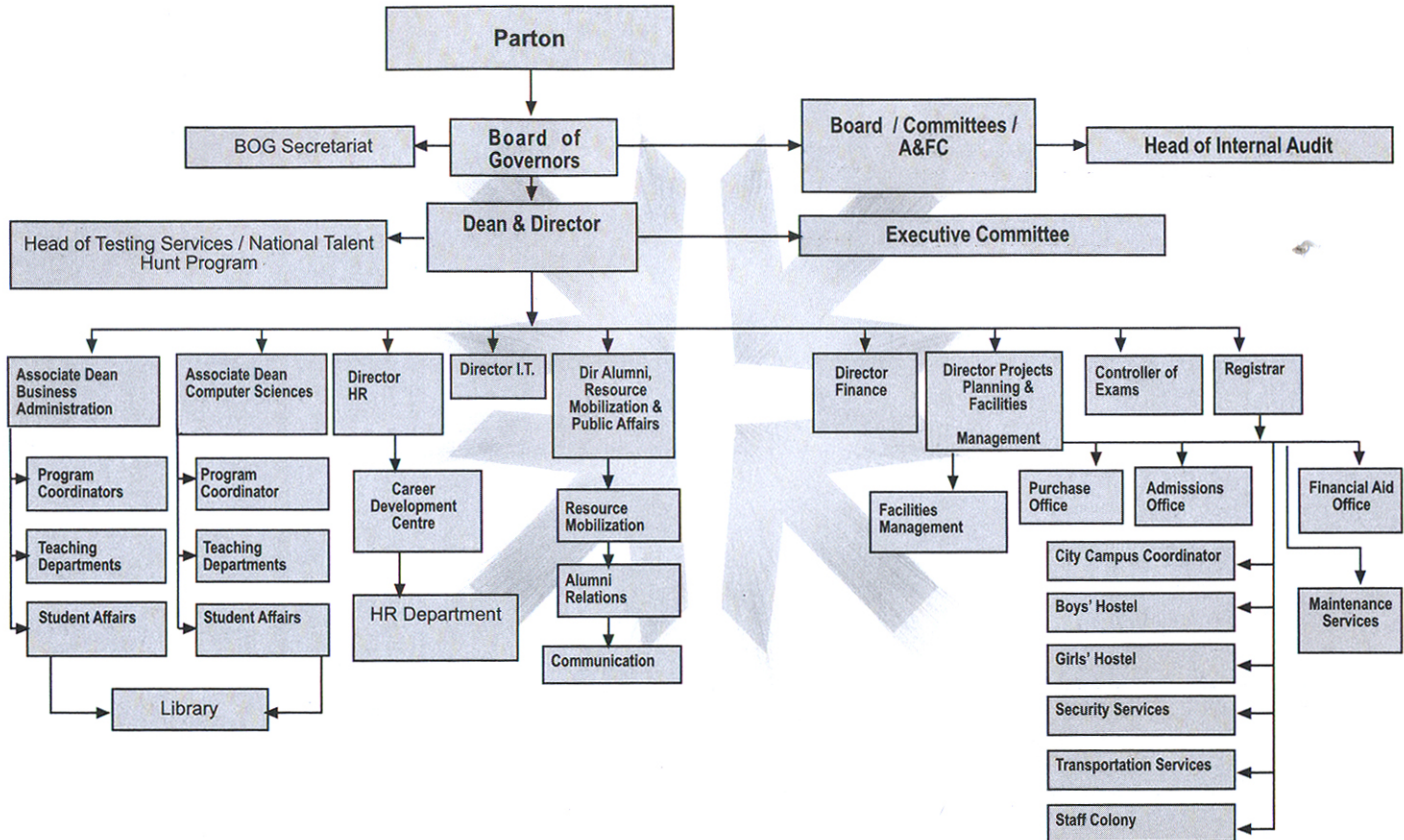
TOLERANCE The capacity to acknowledge, understand and bear with ideas and opinions different from your own is a crowning jewel in the personality of an individual. You should be able to treat people from different backgrounds and schools of thought equably and patiently.

CREATIVITY To be able to come up with new ideas. Being innovative is an asset for a student. As a student of the IBA, where you are on par with others having skills either equal to you or better than you. You need to have a broad horizon that enables generation of new thoughts, ideas and means of attaining your goals.

MERIT Students admitted to the IBA are done strictly on the basis of merit. While pursuing studies here, one should be able to increase this value in oneself, not just as a student, but also as a person. Success will be yours as you surpass yourself time and time again by working in accordance with this principle.

HUMILITY Humility is a quality that makes a person courteously respectful of others. You should never think of yourself as higher than others, despite the fact that you may have superior talents and abilities. Remember; no matter how good you are, there is always someone out there who is better than you

# Organizational Structure of IBA



## FACILITIES FOR STUDENTS

The IBA strives to fulfill the requirements of its students in order to make their academic life a most fulfilling and enjoyable experience, and help to hone their skills in the various fields of business specializations that they choose to pursue. At the IBA, you will find various facilities that will be of use to you in the course of your studies. Not only that, but these facilities will also equip you with the tools of knowledge and experience that are essential in the workplace. Apart from this, these services will also make your stay at IBA easier and more comfortable.

### **Transport & Bus Routes**

The IBA provides transport facilities for its students at a cost of **Rs. 12, 500/- per semester**. Students wishing to avail this facility should contact the IBA Transport Personnel at extension 203 for the Main Campus and 1815 for the City Campus.

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

#### **BUS ROUTES FOR IBA MAIN CAMPUS**

<b>Route - A (IBA Hino Bus) Registration No. EB-2245 Time: 7:20 a.m. - 8:40 a.m. and 2:30 p.m. - 4:30 p.m.</b>	<b>Route - B (IBA Hino Coaster) Registration No. GA-6867 Time: 7:30 a.m. - 8:30 a.m. and 2:30 p.m. - 4:30 p.m.</b>	<b>Route - C (IBA Hino Coaster) Registration No. EB-2244 Time: 7:30 a.m. - 8:30 a.m. and 2:30 p.m. - 4:30 p.m.</b>
IBA City Campus, Saddar	IBA City Campus	IBA City Campus
Metropole, Clifton Bridge	Saddar	Numaish, PECHS
Schon Circle	Metropole	Khalid Bin Walid Road
Boat Basin	Cantt. Station	Medicare Hospital
Abdullah Shah Gazi	PNS Shifa	Better Homes, Liberty

Defence/Ideal Baker	Defence Library	Kashmir Road, Jail Road
Saudi Embassy, Sultan Masjid	Sunset Club	LNH, Dohrajee
Defence Phase IV, II & III	Quyyumabad	Aga Khan University
Hino Chowrangi	Kala Pul	National Stadium
Baloch Colony Fly Over	Nursary	Hassan Square
Shahra-e-Feisal	Shahra-e-Feisal	Sir Syed University
Askari Petrol Pump	Askari Petrol Pump	Gulshan Roundabout
NIPA Fly Over	NIPA	IBA Main Campus
Gulshan Chowrangi	Gulshan Chowrangi	
IBA Main Campus	IBA Main Campus	
<b>Route - D (Private Coaster of M/s. Filly Transport) Time:7:30 a.m. - 8:30 a.m. and 2:30 p.m. - 4:30 p.m.</b>	<b>Route - E (IBA New Hino Coaster) (Registration No.GA-6869) Time: 7:30 a.m - 8:30 a.m. and 2:30 p.m. - 4:30 p.m.</b>	<b>Route - L (IBA Hino Bus Regn. No.GA-7901) Time: 7:30 - 8:30 a.m. 2:30 p.m - 4:30 p.m.</b>
IBA City Campus	City Campus, Saddar	City Campus, Saddar
Gurumandir, Lasbela, Golimar	Metropole, Clifton Bridge	Metro Pole, Clifton Bridge
Nazimabad Roundabout	Gizri, Cantt. Station	3 Talwar, 2 Talwar
Inquiry Office	Gora Kabrustan, Nursery	Licence Branch Clifton
Matric Board Office	Awami Markaz, Karsaz	Abdullah Shah Ghazi
Husain D'Silva Town	Dal Mian Road	Sea View, Sultan Masjid

Nusrat Bhutto Colony	Askari Petrol Pump	Baloch Colony Bridge
Sakhi Hassan	Johar More	Karsaz, Dalmiya
Five Star, Tahir Vila, Caf� Piala	Johar Chowrangi	Askari Petrol Pump, NIPA
Ayesha Manzil, Mukka Chowk	Safari Park	Safari Park
Azizabad, Gulshan 13-D/1	Sui Gas Road	Maskan
Gulshan Roundabout	Maskan	IBA Main Campus
IBA Main Campus	IBA Main Campus	

### BUS ROUTES FOR IBA CITY CAMPUS

<b>Route - F (IBA Hostel) (IBA Hino Bus) Registration No.EX-3339 Time: 7:15 a.m. - 8:30 a.m. and 2:30 p.m. - 4:30 p.m</b>	<b>Route - G (Safari Park) (IBA Coaster Registration No.GL-6144) Time: 7:15 a.m - 8:30 a.m. and 2:30 p.m. - 4:30 p.m.</b>	<b>Route - H (Private Hi-Ace Van of M/s.Filly Transport Time:7:15 a.m - 8:30 a.m. and 2:30 p.m - 4:30 p.m.</b>
IBA Boys & Girls Hostels	IBA Girls Hostel, Safari Park More	Water Pump/F.B. Area
Malir Cantt Gate No.6	Johar Chorangi	Ayesha Manzil, Karimabad
Safari Park	Kamran Chowrangi	5-Star, Sakhi Hasan
NIPA	Johar More	Hyderi, North Nazimabad
Civic Centre	Rashid Minhas Road/Ala Din	Nazimabad
Jail Road	NIPA, Civic Centre	Ziauddin Hospital
Islamia College	Stadium Road, Aga Khan Hospital	Golimar
Numaish	Bahadurabad,	Lasbela

	Sharfabad	
IBA City Campus	Tariq Road, PECHS	Garden
	Numaish, IBA City Campus	IBA City Campus
<b>Route - I (Private Hi-Ace Van of M/s. Filly Transport) Time:7:00 a.m - 8:30 a.m. and 2:30 p.m - 4:30 p.m.</b>	<b>Route - J ( Private Hi-Ace Van of M/s. Filly Transport) Time:7:00 a.m - 8:30 a.m. and 2:30 p.m. - 4:30 p.m.</b>	<b>Route - K (Private Coaster of M/s. Filly transport) Time: 7:00 a.m - 8:30 a.m and 2:30 p.m. - 4:30 p.m</b>
Gulshan 13-D, Mochi More	Seaview Apartement/Pizza Hut	All Defence
Gulshan Chowrangi, Disco Bakery	Qublai Khan Restaurant	Zamzama Street/Gizri
Safari Park, NIPA	All Clifton/ Ideal Baker	Saudi Consulate
Rashid Minhas Road	Abdullah Shah Ghazi	Neelam Colony/Dehli Colony
Askari Petrol Pump	Boat Basin/Ziauddin Hospital	Submarine Chowk
PAF Chapter	2 Talwar/Schon Circle	Punjab Colony
Muhammad Ali Society	3 Talwar, PSO House	Cantt. Bridge/Cantt. Station
Dhora Jee	Clifton Bridge	Askary-IV
Shaheed-e-Millat Road	Metropole	Jinnah Hospital
Tariq Road	Saddar	Lucky Star
Numaish	IBA City Campus	Saddar
IBA City Campus		IBA City Campus

## **Libraries**

*“No university in the world has ever risen to greatness without a correspondingly great library... When this is no longer true, then will our civilization have come to an end.”*

*–Lawrence Clark Powel*

Libraries have, from time immemorial, remained the greatest reservoir / source of knowledge and information for mankind. Though the recent advances in technology have enabled faster access to information through the Internet, the significance of libraries and their pivotal role in the propagation of knowledge cannot be diminished. A library offers the students of an educational institution not only the study material needed in the course of their education, but also a variety of information to supplement the study material, as well as augmenting the development and expansion of the students’ mental horizon to groom them as well-rounded persons.

The IBA library offers its students about 54,000 books on a variety of subjects, including Social Sciences, Accounting, Management, Finance, Marketing, etc. It subscribes to over 100 journals and magazines, both foreign and domestic, as well as a number of local newspapers. The number of books owned by the library is further increased by frequent donations from Asia and Japan Foundations, and the IMF. Added to this, the IBA library holds Government law journals, Annual Reports of Companies, Periodicals and Internship Reports, which will help students by providing them with the information they need. A digital library is also under construction to further facilitate the students.

As members of these libraries, you are required to follow certain rules and regulations when using this facility, and these are appended below:

### **Library Borrowing Rules and Fines:**

1. Students of the IBA Morning Program are provided borrowing privileges on a deposit of Rs. 5000/- and upon proper identification. They may draw the following at a time:

- a. Two 7-day books from the general collection
  - b. One overnight book, depending on availability
2. Books from the general collection are issued for a period of 7 days. Books issued for 7 days may be re-borrowed for a further period of 7 days, provided that there is no reservation or recall for them.
  3. Reference and Reserved books will not be issued from the Library.
  4. All books must be returned to the Library when due. The following charges are made for failure to return books when due:
    - 7-day or long-term Rs. 5/- per volume, maximum replacement cost of the books.
    - Overnight Rs. 5/- per library hour maximum per day Rs. 5/-, maximum amount: Replacement cost.
  5. Students who do not return books on time automatically lose the privilege to with draw any more books from the Library until they have returned all volumes. Borrowing privileges may also be withdrawn from persons constantly irregular in returning books.
  6. A fine of Rs. 50/- is charged for the loss of a borrower's card.
  7. In case a book or any other material is lost, the replacement cost is charged. The replacement cost will be charged. However, another copy of the book /material may be acceptable.
  8. The borrowers' cards are returned to the students at the end of each semester and then they obtain a clearance certificate from the library.

### **Library Usage Rules**

- Do not make noise in the library. Speak quietly. Do not disturb other students who want to concentrate.
- Cell phones should be in silent mode.
- Telephone calls may not be received or placed on the library telephone.
- Treat the library materials you use with care. Do not mark books in any way.

- Do not bring eatable items in the library.
- Obey the Library Rules and help the library administration.
- Do not hesitate to ask for help from the library staff whenever you feel lost, or feel difficulty in using the library.
- Library privileges may be denied to persons who violate the rules stated above or who are otherwise guilty of “misbehavior”.

### **Withdrawal of Library Caution Money**

Requests for refund of Library Caution Money must be made within 3 months from completion or withdrawal from the program. After receipt of request for refund, a minimum of four weeks may be required for processing papers and preparation of check for refund of Caution Money. The checks are mailed through registered letters.

### **Operating Hours**

The **Main Campus** library is open from Mondays to Saturdays from **8:30a.m. to 10:00 p.m.**

**City Campus** timings are **8:30 a.m. to 10:00 p.m.** from Mondays to Saturdays.

### **Library Administration**

#### **Main Campus (Morning)**

- |    |                       |                     |
|----|-----------------------|---------------------|
| 1. | Mr. Muhammad Ghufraan | Head Librarian      |
| 2. | Ms. Sumera Gul        | Deputy Librarian    |
| 3. | Ms. Sadiqa Parveen    | Reference Assistant |
| 4. | Ms. Badar-un-Nisa     | Assistant Librarian |
| 5. | Ms. Nusrat Jabeen     | Classifier          |

**Main Campus (Evening)**

1. Mr. Lutuf Hussain                      Library Assistant

**City Campus (Morning)**

1. Mr. Abrar Ahmed                      Deputy Librarian  
2. Mr. Shamim Akhter                      Classifier  
3. Mr. Syed Ali Raza                      Researcher  
4. Ms. Farheen                              Incharge City Campus

**City Campus (Evening)**

1.                      Khadim Hussain      Library Attendant

## **Computer Laboratories**

*“The beginning of knowledge is the discovery of something we do not understand.”*

*–Frank Herbert*

The IBA has a total of 6 computer laboratories: 2 in the Main Campus and 4 in the City Campus. The purpose of these labs is to facilitate the students in their studies and provide help to them for their research work. Audio and Video Conferencing is also available in these labs. In addition, both the Main and City Campus laboratories offer Internet facilities of up to 2 MB and 6 MB respectively.

The computer laboratories have names for ease of reference and these are listed below for your convenience:

### **City Campus**

Undergraduate Lab

Lab 16

Lab B8

Library Lab

### **Main Campus**

Main Lab

Library Lab

### **Operating Hours**

For Morning program students, the computer laboratories are open from **8:30 a.m.** to **3:45 p.m.** and for Evening program students from **3:30 p.m.** to **10:00 p.m.**

Should you need any help or information regarding the computer laboratories, the names of the lab assistants and attendants available during the hours mentioned above for your assistance have been listed below:

### **Lab Assistants**

#### **Morning Shift**

1. Noman Abrar Under Graduate Lab (Morning)
2. Saleem Shah Lab-16 (Morning)
3. Imran Akhter Lab -B8 (Morning)
4. Asif Ali Library-Lab (Morning)

#### **Evening Shift**

1. Riaz Ali Memon Lab-16 (Evening)
2. Faisal Ahmed Lab -B8 (Evening)
3. Mushtaq Muhammad Under Graduate Lab (Evening)
4. Ashraf Qureshi Library-Lab (Evening)

### **Lab Attendants**

#### **Morning Shift**

1. Haider Mehdi Under Graduate Lab (Morning)
2. Muhammad Furqan Lab -B8 (Morning)
3. Usman Bukshi Library-Lab (Morning)
4. Post Vacant Lab-16 (Morning)

#### **Evening Shift**

1. Waqar Hussain Under Graduate Lab (Evening)
2. Kamran Khan Lab-16 (Evening)
3. Adnan Mehdi Lab -B8 (Evening)
4. Arif Hussain Library-Lab (Evening)

### **Lab In-charges and their Contact Information**

**Muhammad Asif Khan** (Morning, City Campus)

Assistant Network Manager

**asifkhan@iba.edu.pk**

0300-2867951

Ext-1613

**Zeshan Aziz** (Evening, City Campus)

Assistant Network Manager

**zaziz@iba.edu.pk**

0333-3306590

Ext-1614

**Syed Muhammad Ali** (Main Campus)

Assistant Network Manager

**smali@iba.edu.pk**

0300-2120605

Ext-238

### **Hostels**

The IBA (Main Campus) provides accommodation facilities for its students outside Karachi and from abroad. The cost of hostel accommodation is **Rs. 12,500/- per semester**, with an additional Rs. 1000/- for security deposit for new students.

The boys' and girls' hostel offers facilities of high-speed Internet, TV lounge, gym, and parking space (the last two for boys' hostel only).

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

### **IBA Hostel Rules:**

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

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

1. Residents shall be under the disciplinary control of the Superintendent.
2. Residents shall sign a receipt of Hostel property in their rooms and shall be responsible for any loss or damage.
3. Residents are not allowed to change their rooms of their own accord, or allow a guest to stay overnight with them. However, with prior permission in writing of the Superintendent/ Registrar, a guest could stay for a maximum period of seven days. A resident shall not avail himself of this facility more than twice in a semester.
4. Residents shall not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures anywhere in the Hostel without prior approval of the Director.
5. Residents should not disturb their fellow residents by playing radio or tape recorder or any such instruments at a high volume, or by any other discomfort.
6. Silence hour should be maintained strictly after 9:30 p.m. in the Hostel so that residents can devote their time to studies.
7. No societies shall be formed and no meetings shall be held within the premises of the Hostel.
8. Residents are not allowed to give tips or make any other kind of payment to the sweepers, bearer, or any other employees of the Hostel.
9. Residents are not allowed to use electrical appliances, except a P.C., without prior permission of the Superintendent. When permission has been granted, they will be required to pay extra charges for the time.
10. Residents are advised in their own interest not to keep expensive articles or valuables in their rooms.

11. Residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession. Non-observance of this rule shall be severely dealt with. Residents who are found in intoxicated condition will be expelled from the Hostel on 24 hours' notice.
12. Residents committing serious offences such as violation of the rules and regulations of the Hostel, holding meetings or collection of subscription without prior approval of the Superintendent/Manager and non-payment of dues shall be subjected to disciplinary action, extending up to expulsion from the Hostel/IBA depending upon the seriousness of the crime.
13. Residents once expelled from the Hostel shall not be admitted again or allowed to stay in the Hostel.
14. Residents should leave the Hostel within one week after the declaration of their last examination results and report their departure to the Superintendent/Manager.
15. Residents shall be under obligation to conform to all the rules and regulations that may be enforced in the Hostel from time to time.
16. All residents should be in the Hostel by 11:00 p.m. Residents wishing to stay outside the Hostel (from 10:30 p.m. to 7:00 a.m.) may write the necessary particulars in the overnight register if they so desire. A suitable fine will be imposed on the boarders habitual of coming late.
17. Female visitors shall be received only in the guest room and under no circumstances will female visitors be allowed to enter individual rooms.
18. All residents should ensure that persons visiting them fill in the necessary particulars in the Visitors' Book.

19. No private parties or functions can be arranged by individuals or groups without the prior permission of the Hostel Superintendent and Director.
20. Residents are requested not to enter into any conflict with the employees of the Hostel. The complaints against the Hostel staff should be brought to the notice of the Hostel Manager/Superintendent.
21. No resident(s) shall be allowed to take any crockery into his/her room without prior permission of the Mess Manager.
22. No resident shall open the door of another resident's room without his/her permission.
23. All cases of illness should be immediately reported to the Hostel Superintendent, who shall make necessary arrangements for medical help.

The IBA hopes your stay in the Hostel is comfortable and pleasant and facilitated by the services provided for your convenience.

## Cafeteria

The IBA cafeterias at Main and City campuses offer you a wide variety of snacks to choose from and that, too, at affordable rates. The IBA Main Campus cafeteria is open on all workdays, from **8.30 a.m.** to **4.00 p.m.** Friday timings are from **8.30 a.m.** to **12.00 p.m.** The IBA City Campus timings are from **8.30am-8.00 p.m.** Given below is a table containing a list of the food items you will find at the cafeterias:

### AVERAGE RATES OF CANTEEN ITEMS – SUMMER 2009

<b>S.No</b>	<b>Item</b>	<b>Rate</b>
1	Student tea	8/-
2	Cold drink	15/-
3	Samosa (Large)	6/-
4	Samosa (Small)	4/-
5	Chicken sandwich (Large)	15/-
6	Chicken sandwich (Small)	12/-
7	Chicken patties	12/-
8	Vegetable patties	10/-
9	Paratha beef roll	20/-
10	Paratha chicken roll	25/-
11	Lunch roll	25/-
12	Dawn chicken roll	20/-
13	Vegetable roll	10/-
14	Chicken pizza (Large)	30/-
15	Club sandwich	35/-
16	Chapli kabab	25/-
17	Beef burger	20/-
18	Cake piece	7/-
19	French fries	10/-
20	Biscuit roll	12/-
21	Biscuit ticky	5/-
22	Chips (Small)	7/-
23	Juice	12/-
24	Aqua Fina (water)	15/-
25	Chicken biryani	45/-
26	Haleem	20/-
27	Hot dog	25/-
28	Halwa puri	15 /-
29	Chola chat	15/-

In addition to the IBA cafeteria, you can also try out restaurants in the immediate vicinity of the Institute. Try the **Bovi Chic** restaurant and **Biryani.com**, which are very conveniently just opposite the Maskan Gate of the University of Karachi.

Being located in the city center, the environs of the City Campus have plenty of eateries located in the surrounding area, including outlets of the food chains belonging to **Student Biryani**, **KFC**, and **Pizza Express**. Visit these restaurants when you need to take a break from studies. Enjoy!

### **Emergency Medical Services**

Arrangements are being made for emergency medical treatment for IBA students at the following hospitals:

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

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

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

### **Evacuation & Accidents**

The IBA has **Help Desk Extensions** for the benefit of its students in case of unforeseen mishaps. Should a fire alarm or any other accident take place, call these Help Desks extensions: **296** (Major Qamar Rizvi, Security Officer) and at **258** (Mr. Muhammad Rafiq, Assistant Admin Officer) for the Administration Block. For City Campus, **Help Desk** extension is **1815** for Security and **1212** for Administration Offices.

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

If and when you hear the siren

- Leave the building by the nearest exit.

- Report to the assembly points (notices in each room or locations).
- Remain at this point until the all clear is given.
- DO NOT re-enter the building until the all clear is given.

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

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

### **Photostats & Stationery**

The IBA provides its students with Photostat facilities at economical prices at both campuses. Stationery items (e.g. pens, notebooks), spiral binding, color printouts, and promotional products of IBA like T-shirts, mugs, pens etc. are also available at these Photostat points at both campuses. Visit **Sohail Photostat** (Main Campus) and **Fine Photostat** (City Campus) to avail these facilities.

### **Scholarships & Fee Payment**

The Institute of Business Administration values real talent and a quest for learning, and so does its utmost in preserving and furthering these qualities by providing opportunities to students in the form of scholarships. The IBA has a large number of sponsors, who aid it in this purpose, and hence more and more deserving students are the recipients of the world-class education that IBA offers. Details regarding scholarships are available at the IBA portal and in the Program Announcement 2009-10.

Apart from scholarships, the IBA also has two Fee Installment Plans for the Spring and Fall semesters:

**Plan A**: Fee installments are divided into **3** equal payments.

**Plan B**: Fee installments are divided into **5** equal payments.

Students can choose from these two plans.

Particulars of fees payments are available in the Program Announcement 2009-10. Students should note that fees payments are required to be made at the start of every semester. A fine of **Rs. 100/- per day** is charged if the fee remains unpaid. Fee payments can be made at any of the following branches of **Faysal Bank** in Pakistan:

## **1. KARACHI**

### **Karachi Main Branch**

Faysal House, ST-2, Shahra-e-Faisal

### **Karachi Shahra-e-Faisal Branch**

Business Avenue Center, Block No. 6, P.E.C.H.S

### **Karachi Gulshan Chowrangi Branch**

Shop no. 14, Ground Floor, Sana Arcade, Plot no. ZC-6, Block no. 7, Gulshan-e-Iqbal, KDA Scheme 24

### **Karachi APWA Complex Garden Branch**

Shop no. SAO 5, Ground floor, APWA Complex, Plot no. 67-AC, Garden Road, Karachi

### **Karachi Clifton Branch**

Quality Heights, K.D.A. Scheme no. 5, Clifton.

## **2. LAHORE**

### **Lahore Main Boulevard, Gulberg Branch.**

59-A, Main Boulevard, Gulberg, Lahore

**Lahore Model Town Branch**

13-Bank Square Market, Model Town, Lahore

**3. RAWALPINDI**

**Rawalpindi Haider Road Branch**

32, Haider Road, Rawalpindi

**4. ISLAMABAD**

**Islamabad Jinnah Avenue Branch**

15-West, Jinnah Avenue

**5. SIALKOT**

**Sialkot Branch**

Plot no. B1-16S-98B, 17-Paras Road, Opp. CC&I, Sialkot

## 6. QUETTA

### **Quetta Branch**

Shahra-e-Adalat, Quetta

The fee payments can be made through cash, pay orders and demand drafts. In addition, since January 2009, the IBA has also started an online fees payment system that allows students to make payments via credit cards.

Any queries related to fee payments may be addressed to Fees Incharge **Mr. Zafar Chaudhry** at [zchaudhry@iba.edu.pk](mailto:zchaudhry@iba.edu.pk) and Assistant Incharge **Ms. Tahira Riaz** at [traiz@iba.edu.pk](mailto:traiz@iba.edu.pk). Telephone extension 203 (Main Campus).

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

Unlike other universities, IBA's educational approach is designed to help the students identify a field of interest and acquire the knowledge, skills and experience to excel in that field. Our goal is to help the students find the right job in the right field with the right employer.

#### **Mission**

- Increase the employment and career opportunities of IBA graduates
- Develop strong and tangible linkages between employers and IBA graduates
- Support IBA graduating classes in their career development

#### **Activities**

The Center for Career Development (CDC):

- Aligns the needs of employers with the competencies of our graduates.

- Organizes professional lectures, seminars, panel discussions and workshops on career development and related skills.
- Organizes and facilitates job fair related activities to maximize exposure for our graduates.
- Coordinates 5-month projects and job placements in an efficient and smooth manner acceptable to all stakeholders i.e. students, employers and faculty.
- Seeks the list of students from respective Program Offices who are eligible for internships along with their contact information.
- Creates an electronically linked group for them and tells the eligible students to join that group, in order to get the internship notices circulated through e-mail.

### **Objectives and Goals**

The overall objective of the IBA's Career Development Center (CDC) will be to deliver career development services, including campus recruitment activities (*e.g. career conferences, job fairs, etc.*), to support student career placement goals. To achieve these goals, the CDC will offer a suite of services that helps the student prepare for a career:

- We ask top employers what they're looking for, and incorporate these skills into our curriculum.
- A dedicated faculty advisor and career coach help the students to develop a plan to achieve career goals, starting from the students' first term at IBA.
- Through specialized career courses, students build their resume and interviewing skills of the graduating classes.
- Seek and develop relationships with employers throughout Pakistan to increase awareness of the IBA and support career placement goals.

## **Graduate Directory**

The CDC has decided to send the graduate directory pro forma in the 2<sup>nd</sup> week of January to respective program offices, so that the students can fill and submit the same by the 3<sup>rd</sup> week of January. The CDC will have their CGPA up till the 7<sup>th</sup> semester of BBA students and 3<sup>rd</sup> semester of MBA students, plus the electives they are taking in the final semester verified from the program offices.

By the First week of March, the CDC will send the GD to the printers, and hopefully by the 1<sup>st</sup> week of April, we will send the GDs to different organizations.

## **Internships**

The CDC will seek the list of students from respective program offices who are eligible for internships along with their contact information (inclusive of their mobile numbers and e-mail addresses.) After that, the CDC will create an electronically linked group for them, and tell the eligible students to join that group, in order to get the internship notices circulated through e-mail.

## **5-month work project**

The CDC will circulate a notice through the program offices in March, for all those students who wish to join IBA's MBA morning program after completing their 4-Year BBA. After getting the final list, the Center will start approaching various companies to hire our students for 5-month projects.

## **Job Fairs**

Different organizations at both the campuses will be invited by the Center to recruit graduating students. In this way, graduating students will be able to examine different employment options under one roof so that they can make an informed decision with regard to their career.

After the first mid-term examinations scheduled in the month of February, the CDC will invite various businesses to participate in the IBA's job fair in order to present their company's portfolio and conduct recruitment of students graduating in the month of May 2009. In certain organizations, the IBA Alumni are in senior positions; they will be invited as well to these job fairs as mentors. The CDC might also invite HR consultants to these job fairs, to conduct mock interviews of the students, so that the graduates

develop a better understanding of how well-prepared they are and in which areas they need to improve.

**Organization database**

In order to update the CDC's database of employers, wit needs to get directories and yellow pages. In this way, the Center can tap in new companies and industries that are not included in the present database.

*"It's not what you achieve, it's what you overcome. That's what defines your career".*

*– Carlton Fisk*

*Essentials for Positive Code of Conduct*

**Responsibility**

We must accept the outcomes of our own actions. Therefore, you must strive to exceed peers' and instructors' expectations, meet established deadlines for assignments, and represent the IBA in a positive manner.

**Enthusiasm**

You will seek to exhibit drive and passion in daily activities and towards achieving your goals. This means actively engaging in classroom discussions, and being committed in general to the goals of IBA.

**Self-Esteem**

A strong sense of self-esteem leads to the ability to respect others. This can be accomplished by believing in yourselves and your values, seeking out opportunities for self-development, and continually challenging yourself.

**Professional Integrity**

We expect the students and faculty to be trustworthy and sincere in all interactions. As part of the IBA community, you must be honest and true to your words and signs, abide by the honor code, and be committed to your responsibilities.

**Equity**

We will give back at least what we receive. This includes matching instructors' and peers' efforts and supporting equal opportunities for all students to learn. Our sense of equity as it extends to our obligations to the community and the environment.

**Compassion**

We are committed to practicing care, empathy, and understanding towards others. As part of this objective, we will provide positive support, feedback and help to those who need it.

**Teamwork**

To be successful, we must cooperate with our team members to reach a common goal. We will create an open atmosphere where constructive ideas can be shared without criticism, and where they can contribute ideas while respecting others on the team.

*(Adapted from the UNESCO Charter on Quality in Education)*

# **The IBA Code of Conduct and Behavior**

A school of learning is a sacred place. Its sanctity must be ensured at all costs. A disciplined, healthy and congenial environment is essential for teaching and learning. IBA has a rich history of maintaining a disciplined environment at the campus. The conduct and behavior rules in practice in IBA since its inception are being recorded in one document, the IBA CODE OF CONDUCT, for the guidance and information of all concerned. IT SHALL APPLY TO ALL STUDENTS AND FACULTY ALIKE. Please ensure that you all take serious notice and comply.

This CODE OF CONDUCT provides a framework for imposition of discipline through a mechanism of identifying misconduct and imposition of penalties. Policies and rules of this CODE are spelled out under the following sections:

1. Dress Code
2. Academic Conduct
3. Disciplinary Conduct

## **Violation Consequences**

Any student found violating the following rules will be reported to the respective campus Registrar/Administrator and / or Disciplinary Committee by any IBA faculty/staff who observes the violation. The student will be called and provided an opportunity to explain his/her position, and if found guilty, he/she can be penalized for one or all of the following penalties:

1. Issuing of a warning letter to student.
2. Monetary fine.
3. Letter of apology solicited from the student.
4. Parents called to meet the Disciplinary Committee.
5. Suspension for a week or more.
6. Expulsion from the Institute.
7. Any other consequence as the Committee may deem fit.
8. The violating student(s) names will also be posted on the notice boards along with details of the offence.

## **Composition of Disciplinary Committee**

All matters relating to breach of conduct in the Institute will be reported to and investigated by the Disciplinary Committee of IBA. The following persons shall form part of the said Committee:

- **Registrar of IBA**
- **Controller of Examinations**
- **Student's Counselor**
- **Assistant Student's Counselor**
- **1 designated Faculty Member**

## **Dress Code**

### **Female students**

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

### **Male Students**

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

## **Academic Conduct**

- Plagiarism/ cheating is prohibited at the Institute. Academic honesty is mandatory. There should be absolutely no plagiarism/ cheating in any examination, quiz, assignment, report, and/or presentation by any student. Each case will be decided on its own merit in accordance with notified policies.
- Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty. No use of cell phones for any purpose e.g. playing games and/ or exchanging messages is allowed during classes.
- Cleanliness of the classes and the IBA premises are the responsibility of those who use them. Litter should not be spread around the premises. Please use the dustbins generously.
- Sports / music playing and /or other activities on campus during class timings, especially near class rooms are not allowed. Designated areas will be demarcated.

### **Library Conduct**

1. There should be absolute silence in the library.
2. Mobile phones must be switched off in the library/ put on silent mode.
3. Group study and/or discussions should be carried out in classrooms.
4. Books, journals, and other periodicals are not to be torn or damaged/written on in any manner.

5. Books should be returned on due dates, otherwise late fine will be charged.
6. Library membership will be cancelled / suspended of those students who are found violating library rules.
7. A list of suspended library users will be displayed on the notice boards.
8. All suspended library users will not be allowed to enter the library during the suspension period.

### **On Campus Use of Computers**

Students are not allowed to install their own software. Should it be required, please obtain permission from the concerned faculty and Lab Incharges. Students are not allowed to save anything e.g. slogans, pictures etc. on the campus computers other than their coursework-related materials.

## **Disciplinary Conduct**

### **Campus Behavior**

Students are required to maintain absolute discipline in classrooms, libraries and the cafeteria. Students are closely watched for their attitude and behavior inside and outside the classrooms.

### **Threatening faculty/staff**

Any student found threatening or harassing any faculty/staff / fellow students will be liable to be punished by the discipline committee.

### **Use of Mobile phones**

Cell phones should be ideally switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty. No use of phones for any purpose e.g. playing games and/ or exchanging messages is allowed during class timings.

### **Littering**

Cleanliness of the classes and the IBA premises are the responsibility of those who use them. Litter should not be created. Please use the dustbins generously.

### **Smoking**

SMOKING IS STRICTLY PROHIBITED AT BOTH CAMPUSES.

### **Food and Beverages**

Students are not allowed to carry cold drinks/tea and edibles in the classrooms, library and computer labs. Litter should be disposed in to the dustbins and plates, glasses, bottles and /or cups must be returned back to the cafeteria.

### **Ragging**

Ragging is absolutely prohibited at both campuses. Any student subjected to such behavior should report to the administrator immediately.

### **Extra-curricular activities**

Sports / music playing and /or other activities on campus during class timings, especially near classrooms are not allowed. Designated areas will be demarcated.

### **Behavior around colleagues**

There should be self-censorship. Both girls and boys should behave in a propriety manner, within the bounds of Islamic and Pakistani society and culture. Use of appropriate language is desirable.

### **Language**

Cursing or uses of slang titles and foul language is not acceptable.

## **General Rules**

The following instances of misconduct, pertaining to various areas of life at the IBA, are not acceptable:

- Cursing or uses of slang titles, foul language, etc.

- Physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.
- Unauthorized use, possession, or storage of a weapon.
- Intentionally initiating a threat, or false report or false warning, of fire, explosion, or other emergency.
- Immoral behavior and behavior that interferes with activities authorized, sponsored, or permitted by the Institute, such as teaching, research, administration, etc. This also includes interference with the freedom of expression of others.
- Violation of the terms of any disciplinary sanction / penalty imposed in accordance with this code.
- Illegal use, possession, manufacture or distribution of drugs and being found under the effect of an intoxicant.
- Theft of property or services, or intentional or reckless damage to property of the Institute, or of a member of the Institutional community, or of a visitor to the Institute.
- Knowingly possessing stolen property.
- Unauthorized entrance into, or use of, Institutional facilities, including computing and telecommunication facilities and systems.
- Shouting slogans derogatory to the prestige of the IBA or the reputation of its officers or teachers.
- Defiance of, or failure to, comply with the direction of any authorized Institutional representative, acting in the performance of his/her duties. Also, visiting places declared “out of bounds” for students.
- Visiting places without a pass that should be visited with a pass.
- Failure to comply with these regulations or policies of the Institute. Such regulations or policies include but are not limited to:

- Regulations relating to use of vehicles and electronic, amplifying equipment.
  - Regulations relating to use of cell phones and other electronic devices, installation of personal software, saving of objectionable items, slogans and pictures on campus computers.
  - Regulations relating to misuse of identification or parking cards.
  - Regulations relating to residing in the Institution's hostels and housing.
  - Regulations relating to use of libraries or other community spaces such as gyms and cafeteria.
  - Observing of dress code.
- Any other activities which the Director may construe as a breach of discipline.

#### Guidelines against Sexual Harassment

Sexual Harassment is offensive sexual behavior by persons with the aim of benefiting and injuring in other. It is a breach of a trusting relationship that should be sex neutral and relaxed situation. It is unprofessional conduct and undermines the integrity of the employment relationship amounting to coercive behavior and violation of professional ethics. It includes the following:

- a. Unwanted sexual advances
- b. Asking female students to visit personal offices or meet them outside the educational institution.
- c. Using derogatory or abusive language.
- d. Sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life.

- e. Comment on any individual's body, comment about an individual's sexual activity, deficiencies, or prowess; display sexually suggestive objects, pictures, or cartoons.
- f. Un welcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting by males.
- g. Inquires into one's sexual experiences and
- h. Discussion of one's sexual activities (even if male are discussing this, it is don't deliberately in front of female students or colleagues.
- i. Using derogatory abuses which refer to females mother or sister bodies.

All cases relating to Sexual Harassment will be reported to the '**Disciplinary Committee**' in writing. The '**Disciplinary Committee**' will inquire in to the complaints as per procedure provided in the policy guidelines against sexual harassment in institutions of Higher Education & Learning promulgated vide HEC letter No. PD (FFHP)/HEC/2009/183 dated, April 30, 2009.

#### **INTER-STUDENTS' COMMUNICATION**

IBA is like one big family where education and fun goes hand in hand. While we are here, we should inculcate a culture of respect and accommodation for each other. Students are not expected to upload videos of students' interviews airing their grievances about student activities.

If someone has any complaints or grievances on any account, he or she is welcome to discuss the same with their mentor or if necessary, Students' Counselor, this would avoid mudslinging on each other, which is against the IBA culture.

In using interactive media or any other medium of mass communication, IBA students are advised to follow the following parameters of conduct:

- a. The communication should not be directed against any student, faculty, or employee of IBA.
- b. No student body, society, or student club should be criticized in any manner.
- c. Any complaints or grievances against any one should be reported to the Mentor or to the respective Patron of a society or if necessary to the Student's Counselor.
- d. Strict disciplinary action shall be taken against those students who are found to be violating these principles.
- e. Any material/videos published/uploaded so far must be withdrawn immediately.

### **Attendance Rules**

All students must note the following information on Attendance & Disciplinary Rules for strict compliance:

#### **Classroom Sessions**

1. Attendance in each class is taken daily by the teacher as soon as the class starts.
2. Late comers are promptly marked "Absent" even if they are late by one minute. No excuse is accepted for any reason.
3. A maximum of 4 absences are allowed in 28-sessions course and 6 absences are allowed in 42-sessions course in a semester.
4. Anyone who accumulates more than the allowed number of absences in a course in a semester is not allowed to appear in the semester final examinations and is awarded an "F" in that particular course.
5. More than the allowed numbers of absences are NOT CONDONED for any reason.
6. Students are, however, not allowed to remain absent on the first and

last day of the semester.

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

### Lab Sessions

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

### Examination Rules

At the IBA, students will have to appear for mid-semester and final examinations in each semester. The schedule for these will be provided by the Controller of Examinations, later on in the semester. While appearing for these exams, students should remember that these exams are crucial to their promotions and academic progress and that any dishonest acts will be detrimental to their academics.

Here are some pointers about taking examinations at the IBA:

#### **Entering the Examination Hall**

1. Students are allowed into the Examination Room **10 minutes** before the commencement of an examination. The seating position may be allocated and you are required to comply with instructions given by the invigilators. No communication between students is allowed once the students enter the Examination Room.
2. Students may place their bags and belongings in the area designated by the invigilator (usually in the front of the Examination Room). No belongings should be left outside the Examination Room.
3. Students will be allowed into the Examination Room up to 30 minutes after the start of the examination. No extra time is given to latecomers for any reason.

4. No unauthorized materials (e.g. books, notes, correction fluid, programmable calculators or those with storage capabilities, etc.) are allowed on the student's seat.
5. Each student should bring his / her own writing stationery as students are not allowed to share their stationery.
6. No cell phones are allowed in the examination room.

#### **During an Examination**

1. Students are not allowed to leave the Examination Room to go to the washroom, except on medical grounds, which must be supported by a letter from either the General Hospital or Medical Centre specifically pertaining to genuine urinary disorder. These letters must be submitted no less than one week before the examination and made known to the invigilators before the start of the examination. Students with these conditions will be allocated special seats on the front row for easy movement.
2. Students are allowed to leave if they finish their exam early, but not during the first and last 30 minutes of the examination.

#### **At the end of the Examination**

1. When the invigilator announces that time is up, no further writing by the students is permitted.
2. Students must fill in the relevant details on the front cover of the Examination Answer Booklet, and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet. Students must fill in the title of examination and question numbers clearly on the Examination Answer Booklet and continuation sheets.
3. At the end of the examination, the invigilator will collect the Examination Answer Booklet, Question Paper and all used and unused paper. No paper is allowed to be removed from the Examination Hall.

4. Students must remain in their seats until the invigilator has finished collecting all the examination material. Students must leave the Examination Room quietly when instructed by the invigilator.

#### **DISCLAIMER**

*The Institute reserves the right to change any rule or regulation in this CODE OF CONDUCT whenever it is deemed necessary. Students are required to check the IBA portal and notice boards for information about any changes to this Code.*

***“Discipline is not just about finishing your homework on time. It is also about leading a good life, with principles”.***

***–Anonymous***

## EXTRA- & CO-CURRICULAR ACTIVITIES

### **Extra-Curricular Activities**

#### **Student Societies**

The Director of IBA feels that in order to inculcate leadership qualities among the students, it is essential that extra-curricular, co-curricular and community service activities are planned, organized and managed by the students themselves. Hence, the IBA has a total of 22 student / clubs functioning under the aegis of the **IBA Student Council (ISC)**.

#### **Aim of the Societies**

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

#### **Composition of the Societies**

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

- The Dean / Director will be President of the Council.
- Vice President,
- General Secretary,
- Treasurer
- Six members from the Executive Committee, three from the MBA and three from the BBA / BS program.
- Student Counselors will be the Advisor to the ISC and all the Societies.

The ISC will organize all social functions, allocate the budgets for the societies and oversee their activities. Each society will be elected by the active members who will enroll themselves in the first week of September. Each society will have a faculty member as Patron.

### **Duties of the Student Office Bearers**

Student office bearers will be primarily responsible for planning, organizing and managing all the events of their societies. Patrons will advise, guide and counsel them and will have the authority to ensure that all financial controls are observed and that no financial irregularity takes place in the affairs of the society. In case the Patron feels that any event proposed by the office bearers may tarnish the image of IBA or create security problems, he / she will bring this to the notice of the Dean & Director. The office bearers of each society will prepare their annual work plan and the budget associated with it under the guidance of the Patron. Each society, at the time of submission of the budget should indicate

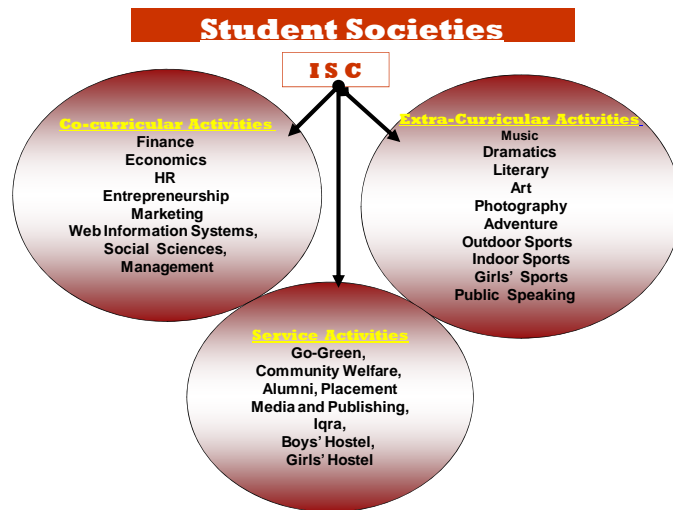
- (a)** the estimated amount to be generated through sponsorship, and
- (b)** the amount needed from IBA.

General Manager Finance will act as the financial advisor to the ISC and all the societies, and will advise and guide them in their financial matters according to the procedures laid out. He will also have the expenses audited the same year.

The principle functions of the ISC will include the following:

- Organizing all social functions such as annual dinners, picnics, excursions, social get-togethers;
- Allocating the budgets for the societies;
- Guiding, helping, supervising and facilitating the activities of all the student societies.

## Activities of the Student Societies



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

### Guidelines for Student Societies

- Membership of these societies will be open to every student enrolled at the IBA.
- Each student can be an active member of a maximum of three societies.
- The tenure of the office bearers will be for one year.
- All candidates will have to abide by a Code of Conduct in which expenditures on election campaigns will be discouraged.

Names of the club / societies along with the faculty members who are performing duties of sponsors / patrons in Fall 2009 are as under:

## Student Societies at IBA

<u>Name of Society/ Club</u>	<u>Patron</u>
<b>Co-Curricular</b>	
Marketing Club	Jami Moiz
Finance Club	Shabih Haider
Economics Club	Khadija Bari
Leadership Club	Nasir Afghan
HR Club	Abdullah Patoli
Social Sciences Club	Tufail Ahmed
Entrepreneurship Society	S. Sultan Raza
Info-System Society	Zaheeruddin Asif
Web Society	Imran Batada

<b>Extra-Curricular</b>	
Music Society	Lalarukh Ejaz
Literary Society	S. Imran Saqib
Adventure Club	Maheen Ghauri
Girls' Sport Society	Salma Mirza
Outdoor Sports Society	Asad Ilyas
Indoor Sports Society	
Dramatics Society	Maria Hasan
Public Speaking Society	Javeria Rebaz
Arts Society	Sana Fatima
Photographic Society	Ameer Rizvi
<b>Service</b>	
Community Welfare Society	Saima Husain
Placement Society	Shahid Zaki
Media & Publications Society	Huma Baqai
Iqra Society	M. Asif Jaffer
Go Green Society	M. Sardar Husain
Alumni Society	Yaseen Meenai
Boys' Hostel Society	Zia-ul-Haque
Girls' Hostel Society	Talat Wizarat

## **Co –Curricular Activities**

In addition to your classes, the IBA arranges a number of Co-curricular activities in the form of seminars and workshops for the benefit of its students. In order to fully utilize the opportunities open to you from these activities, you must know what they actually mean and comprise of. The following definitions will help you:

**Conference:** This is defined as a meeting of individuals who are called together to engage in discussions on a theme or topic. The aim of a conference is to accomplish an identified task within a stipulated time. Conferences are an established mode of knowledge-sharing in the domains of natural and applied science ever since the beginning of the 20th century.

**Symposium:** This is a meeting for discussion on a particular subject. It generates a collection of well-formed opinions or a series of articles on the various aspects of a particular subject as an outcome.

**Workshop:** A session for discussion, study or experimentation on a specified topic. By comparison, a workshop is usually more interactive and practical in format.

**Moot:** This is a theme-based event arranged on an annual or bi-annual basis. It aims at benefitting younger participants through learning from the experienced and seasoned professors of their country and abroad.

**Seminar:** This is a meeting of a small group of scholars under the chairmanship of a professor / specialist or academic peer. In other words, a seminar is a conference of specialists. A **colloquium** is an academic seminar or conference. Presenting a paper in a seminar, conference or symposium is an art in itself, and it is a skill which is a prerequisite for every student. The best way to equip oneself with this skill is by keenly observing experienced individuals. Skills in public speaking, quick thinking, reflecting and responding to observations/criticisms are all vital to be acquired. The art of summarizing long statements, findings and texts is also a worthwhile facet; students interested in improving the quality of their work must acquire skills in this area too.

### **Why does the IBA hold Seminars?**

Seminars are held for the purpose of enabling students to hone their communication and presentation skills, and to help them to work independently. They are given the responsibility of researching the given subject matter, which will further enhance their academic skills. Added to this, it sharpens their observational skills as they watch other students'

presentations and projects, and provides them with useful skills that they can use for themselves as well.

**How will Seminars help you?**

Seminars are learning grounds for students, especially for those who prepare for them. Active participation in the seminars offers students a chance to be noticed by their teachers, who in turn assess their performance. It is an opportunity to create a positive image for yourself in your teachers' minds.

**Personal Checklist for Seminars**

In order to gain the most from these seminars, you need to have certain good habits which will help you, not just in your academics, but also in your professional life. The following checklist will help you to contribute better in seminars and so get the most out of them. Rate yourself for each question and then try to improve your weak areas, while continuing to expand your strong points.

<b>PARTICIPATION IN SEMINARS</b>			
<b>Seminar Habits</b>	<b>I' m good at this</b>	<b>I' m OK at this</b>	<b>I' m not good at this</b>
Punctuality			
Participating in fellow-classmates' seminars			
Acknowledging opinions that I don't agree with			
Research the topic in advance so that I have something to ask.			
Not ask questions for the sake of putting others in a tight spot			
Making notes, and observing those who are giving the seminar			

**“ Leadership is based on inspiration not dominations, on cooperation not intimidation”**

## **A I D E - M E M O I R E**

### **The Student Charter**

The IBA seeks to provide a challenging and stimulating environment in which students can realize their individual and group potential in a setting, which strives for high quality provision of education. The Student Charter reflects the spirit of partnership that the Institute sees as central to the acquisition of the high professional and ethical standards it wishes to promote. The Charter is not intended to be contractually binding; its purpose is to demonstrate how the IBA-student partnership can work in practice. It specifies what students and The IBA may expect of each other, so that standards of excellence can be achieved.

The Charter is seen as a document which will be refined in the light of experience. Students and faculty members are therefore urged to contribute fully to the continuing evaluation of the IBA's courses and services in order to promote its character as a dynamic and progressive Institute.

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

- an equitable and supportive environment for all students;
- accurate information about the teaching and assessment timetable;
- teaching which is up-to-date and supported by appropriate materials and facilities;
- appropriately staffed, programmed classes and as much notice as possible of any alterations to the published timetables;
- details of the structure and content of all programs of study and how they will be taught and assessed;
- a fair assessment process with the right to appeal and reassessment.

- the return of marked assessments in reasonable time as per the assessment schedule;
- learning resources (library services, study areas, computer assisted learning, audio-visual resources, computer laboratory facilities, etc.) appropriate to the courses offered. Students can expect to receive a high standard of teaching and research supervision in line with the IBA's quality policy and mission and opportunities for employment and university placement;
- a fair and efficient feedback procedure.

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

- complying with the Institute's published expectations and professional Code of Conduct relating to conduct, academics and other matters.
- displaying responsible attitudes towards staff, fellow students and visitors to the Institute;
- treating the Institute's property with respect, in a manner consistent with the Institute's policy;
- taking part in any learning or teaching activities, including attending lectures on time and submitting work and assignments promptly;
- complying with deadlines assigned by the Institute;
- notifying their mentors and/or lecturers if they are experiencing any problems or difficulties;
- participating in extra-curricular activities;
- contributing to the reputation and development of the Institute by suggesting where improvements can be made;
- abiding by the IBA Code of Conduct, and not engaging in any dishonest acts, either during examinations or otherwise.

**Academic and Disciplinary Records**

Self-discipline and the ability to follow regulations and instructions are two essential ingredients in professional training. Your ability to adapt and thrive in an actual working environment will not only be reflected by the grades you achieve, but also by your self-discipline during the course of your education. The

report at the end of the course will also reflect your disciplinary record and level of conduct.

### **Learning Environment**

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

In this context,

#### **You can expect The IBA to provide:**

- teaching which is up-to-date and supported by appropriate materials and facilities;
- accurate information about the teaching and assessment timetable;
- appropriately staffed, programmed classes and as much notice as possible of any alterations to the published timetables;
- the return of marked assessments in reasonable time as per the assessment schedule;
- details of the structure and content of all programs of study and how they will be taught and assessed;
- a fair assessment process with the right to appeal and reassessment.

#### **The IBA can expect you to:**

- attend timetabled classes, hand in work on time;
- adhere to the assessment timetable;
- spend sufficient time in the preparation and completion of assignments to do justice to your ability;
- make appropriate use of the facilities provided, within the published regulations and guidelines.

### **Evaluation**

During your time at IBA, you will be asked to fill in Evaluation Questionnaires to assist the Institute in its course monitoring and planning. Such questionnaires are important for the benefit of your fellow and future students. We would be grateful for your full and prompt co-operation in completing these questionnaires in a constructive and objective way. You will be able to access the Online Course Appraisal System at the IBA portal. Faculty Evaluation occurs twice a semester; the first time is before the first term exams and the second time after the second term exams. This data is used by the Associate Deans and Chairpersons for faculty evaluation.

### **Mentor Scheme**

While a lot of emphasis is placed on providing you with Management and IT related skills, your development as a professional is also considered to be a crucial element of your education at the IBA. For this reason, you will be assigned to a lecturer, known as the mentor, who will be responsible for your professional development. The mentor will also function as your link with the IBA management. The IBA encourages you to develop a close relationship with your mentor and to keep him or her informed of any particular concerns or circumstances, personal or professional that may affect your studies.

In accordance with the Institute's quality mission, lecturers will allocate consultation hours for students. The purpose of this is to improve accessibility by making lecturers available to the students at designated times.

### **Class Representatives**

Each class will elect two Class Representatives who will function as the liaison between the students and the IBA's management in all matters. The Class Representatives form a vital communication link between the students and the Institute. The Class Representatives will play an important role in facilitating mutual understanding between the Institute's management and the student body.

### **Job Placement/Internships**

The CDC will oversee all internship and job placement matters for students. Please refer to the Career Development Center on page 25 in this regard.

### **Classrooms**

Classrooms are set up to provide a modern and conducive learning environment. All lecture rooms are air-conditioned and equipped with comfortable chairs and tables, multi-media, projectors and white boards. You should always maintain the cleanliness of the classrooms in order to preserve an environment that is advantageous to learning.

### **Electronic Mail**

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

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

## **Lecture Timings**

### ***Full-time students***

Lectures are held from Monday to Saturday. Morning lectures normally start at 8:30 a.m. Each lecture has duration of 75 minutes. The subject and course requirements will determine the number of classes for one day.

### ***Part-time students***

All part-time lectures are held between 6.15 p.m. to 9.00 p.m., with a 15 minute break in the middle of the lectures.

# **TIPS ON**

## **Effective Study Skills - Event Management - Road Safety - Appearance**

A Student handbook will be incomplete without useful tips regarding students' academic life and beyond. As you can tell from the abovementioned titles, these tips will help you to achieve good grades, learn organizational skills during your stay at IBA, as well as for your professional life later on, stay safe while on the road, and groom yourself better with regard to your overall appearance. Try to follow these tips diligently and then see the results for yourself.

### **Effective Study Skills**

***“In the end we retain from our studies only that which we practically apply.”***

*—Johann Wolfgang von Goethe*

Everyone is different: for some students it is natural to be inspired to learn, while for others it is not. Your success at the IBA is dependent on your ability to study effectively and efficiently. The results of poor study skills are wasted time, frustration, and low or failing grades, which in turn will affect your life, your time, and your future. All that can be said, upon reflection, is that time is precious and not to be wasted.

The **following tips will help you to study more effectively and hopefully with better results.** Remember, though, that the results largely depend on your motivation to study and how much you want to succeed.

**Read** Read actively. Read to answer questions you have asked yourself, or questions the instructor or author has asked. Always be alert to bold or italicized print. Also, when you read, be sure to read tables, graphs and illustrations, as they can convey an idea more powerfully than written text.

**Question yourself** Ask yourself questions as you read or study. As you answer them, you will help to make sense of the material and remember it more easily because the process will make an impression on you. Write your questions in the margins of textbooks, on lecture notes, or wherever it makes sense and can be easily referred to.

**Recall** Try to recall main headings, important ideas of concepts presented in bold or italicized type and what graphs charts or illustrations indicate. Try to develop an overall concept of what you have read in your own words and thoughts. Make an attempt to connect things you have just read to things you already know.

**Review** A review is a survey of what you have covered. While reviewing, it's a good time to go over notes you have taken to help clarify points you may have missed or don't understand. It is best to review once you have finished studying something. Don't wait till the exams to begin the review process.

**Identifying important details** Extracting important details mean that you locate in your reading the basis for main ideas. The more links you can make between details and ideas, as well as ideas themselves, the more powerful will be the efforts of your study.

**Taking notes** Note-taking is a skill which must be learned and refined. Taking notes helps to reinforce what you have read and learned and is an essential factor for becoming a successful student. Learn to keep notes logically and legibly. Make it a habit of using your notebook to record all your notes, and use dividers for the different classes you take. When taking notes during lectures, try to paraphrase what the teacher says and then write it down. Identify important points and highlight them. Organize your notes for easier and faster reference when you study.

**Make a schedule** You must develop a study schedule if you want to be organized and not waste valuable time, especially before the exams. Prioritize the subjects and topics you need to cover and follow your schedule consistently. There is no point in making a schedule if you do not adhere to it.

## Event Management

*“Organizing is what you do before you do something, so that when you do it, it is not all mixed up.”*

-A. A. Milne

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 in the previous chapter, 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)

.....  
.....

Event Coordinator, or if joint event, list all key contacts including Event Planning Team (include telephone and mobile numbers)

Name:.....Role:.....

Phone:.....Mobile:.....

Other Relevant Contacts:

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

.....  
.....

Available Budget: Rs .....

External Funding / Contributions: Rs.....

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

**Checklist for Event Management**

*Think before you Tick!*

<b>Event Management Plan</b>	<b>Who</b>	<b>When</b>
Check for conflicting events and select a date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Find and book a suitable venue or location.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consultation with community/existing users.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prepare a list of mobile numbers of all performers, participating organizations, service providers (i.e. amusements) and other emergency service personnel (i.e. plumber, electrician).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Key roles and responsibilities of all taking part in the event /function clearly documented and communicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identify types of inclement weather that would prevent part	<input type="checkbox"/> Yes <input type="checkbox"/> No	

or the entire event from occurring.		
Event cancellation procedures developed and circulated to all involved in the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cash handling and banking procedures. Identify safe area for cash handling, assign someone for being responsible for these activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accounting process where external funding is applied.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Emergency Procedures</b>	<b>Who</b>	<b>When</b>
Emergency service personnel contacted & notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Incident procedures established. Fire Extinguishers provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ambulance in attendance. First Aid officer nominated for the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency access incorporated into site plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Communication arrangements and protocols developed and circulated to key staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consider appropriate types and levels of security depending on risks and audience and subsequent arrangements for these.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Clean- up Kit, spills management and toilet unblocking (toilet rolls etc). Include "Slippery When Wet" signs, mops, buckets, disinfectants, paper towels, and	<input type="checkbox"/> Yes <input type="checkbox"/> No	

gloves.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Address or Megaphone available for emergency use.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Site Plan/Layout</b>	<b>Who</b>	<b>When</b>
Check about booking reserve and obtain approval where appropriate. Site plan (if possible to scale) finalized, distributed and copied on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All services identified and marked out.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Alternative site/set up for inclement weather.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Amusements</b>	<b>Who</b>	<b>When</b>
Identify hire costs & confirm booking.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identify cancellation payments and timeframes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identify set up risks (high winds, wind ground, placement of equipment, fumes etc) and arrange alternative arrangements for these.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Space requirements – including safety zones, car parking / waiting areas and guest drop / collection points.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervision levels of amusement agreed and documented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Set-up and pack-up plans provided to supplier.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Establish a Code of Conduct for operators, have them sign acceptance of the code, provide a copy to them.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Traffic Issues</b>	<b>Who</b>	<b>When</b>

Does the venue have adequate car parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are road closures required? Are traffic controls required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Road closure procedures followed where necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Stall Holders</b>	<b>Who</b>	<b>When</b>
Identify set up risks for each stall: i.e. extension cords, hot surfaces, exhaust fumes (ice cream trucks), machinery, and use of chemicals and take appropriate measures for these.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Space requirements identified and incorporated into site plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proof of insurance coverage – Public Liability & product liability including level, excesses and exclusions, (obtain copy of certificate of currency / policy).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical testing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
For food stalls: check status / accreditation with Environmental Health section.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food stall operators provided with safe food handling procedures –obtain copy of product liability insurance certificate listing exclusions and excesses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Set-up and pack-up plans provided to stall holders.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Performance Program</b>	<b>Who</b>	<b>When</b>
Specify requirements to performers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contract developed confirming fee payments, payment process, cancellation policy/process and code of conduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Identify minimum requirements for performers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reconfirm attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Running Sheet prepared and provided to each performer.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Develop contingency plan in case performers don't arrive, power or equipment failure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Arrangements for crowd control.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Security Requirements</b>	<b>Who</b>	<b>When</b>
Identify security needs required for the event and make provision for this.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefing of requirements to security personnel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Police presence required. Police briefed about event.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Promotion Strategy</b>	<b>Who</b>	<b>When</b>
Media Management Plan developed –identify spokespersons (s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consultation / notification of affected residents & businesses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Check about signs and banners and obtain approval where appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Volunteer Management</b>	<b>Who</b>	<b>When</b>
Register volunteers. Induction of volunteers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Development of event, volunteer duty statements: roles & responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact persons identified for volunteers on the day	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Follow up inspections – 24 to 48 hours prior to event</b>	<b>Who</b>	<b>When</b>
Electrician to check electricity	<input type="checkbox"/> Yes <input type="checkbox"/> No	

supply at the event venue.		
Plumber to check toilet and supplies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Follow up inspections – day of event</b>	<b>Who</b>	<b>When</b>
Check if venue is fit for purpose (particularly consider outdoor surfaces)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hygiene and food handling – inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Follow up inspections – after the event</b>	<b>Who</b>	<b>When</b>
Site cleared of signs and rubbish. Bins emptied and toilet facilities cleaned.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Debriefing meeting planned and taken place.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Review of the event documented, including Incident Register.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Road Safety

***“Safety is something that happens between your ears, not something you hold in your hands.”***  
***–Jeff Cooper***

Whether you are travelling to IBA or otherwise and whether you are a driver or a pedestrian, it is extremely important to be careful of your surroundings on the road. Here are some road safety tips that might come in handy:

- Use supervised or controlled crossing points such as pedestrian crossings and traffic lights, wherever possible.
- At pedestrian crossings, wait until all traffic has stopped before crossing the road. It’s a good idea to make eye contact with the car drivers before you step off the pavement.
- If there is no formal crossing point, make sure you cross away from buses, parked cars and corners so that motorists can easily see you.

- Keep one step back from the curb before you cross.
- Look and listen for traffic in all directions. If there is traffic coming, wait until it has passed. Look and listen for traffic again. When it isn't coming, walk quickly straight across the road, checking both sides of the road.
- Check that driveways are clear. If there are cars in the driveway, make sure drivers are aware of your presence before you walk across it. Beware of driveways with high fences, walls and hedges. They may stop drivers from seeing you on the sidewalk.

**THINK FIRST! FIND A SAFE PLACE TO CROSS, THEN STOP** .Stop just before you get to the curb and position yourself so that you can see if traffic is coming. Do not get too close to the traffic. If there is no pavement, keep back from the edge of the road but make sure you can still see approaching traffic.

**LOOK** all around for traffic and **LISTEN** .Traffic could come from any direction. Also listen carefully because you can sometimes hear traffic before you actually see it.

***If you see traffic coming, let it pass. Look all around again and listen. DO NOT CROSS UNTIL THERE IS A SAFE GAP IN THE TRAFFIC AND YOU ARE CERTAIN THAT THERE IS PLENTY OF TIME..***

When it is safe walk **straight across the road** - do not run.

### **Driver Safety**

When driving

- Make it a habit to use safety features including seat belts, shoulder lap belts, child restraints.
- Check tires (tread and pressure), headlights, wipers, brakes.
- Don't talk on cell phones, work on laptop or any other handheld organizers while driving.
- Don't rush; you will be more prone to accidents if you drive in a hurry.

- Don't write or read anything, e.g. books, maps, or any other material.
  
- Don't check your reflection in the mirror. Your focus should be on the road ahead and other cars ahead of you.
  
- Avoid eating or drinking: it is distracting and takes your attention away from driving.
  
- Avoid conversing with passengers, especially if this may lead to a heated argument.
  
- Don't drive if you are tired or sleepy; it will affect your alertness and safety.
  
- Do drive within the speed limit.
- Learn about local traffic hazards, customs, driving conditions, right-of-way conventions.
  
- Familiarize yourself with controls on cars / motor bikes before driving. Avoid motorcycle and scooter travel. If unavoidable, use a helmet.

- Do stop at the signal and wait patiently for the light to turn green before you continue driving.
- Do stay alert: keep your eyes on the road ahead watching out for cars, pedestrians, etc.

### **Pedestrian Safety**

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

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

### **Rider Safety**

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

- Ride safe
- Avoid overcrowded and top-heavy buses, minivans, and taxis.

- Avoid riding with drivers who appear over-tired, irrational, or distracted.

**Always plan your travel time – most accidents take place when you are in hurry or running late.**

## Tips on Appearance

### The Executive Look

Why is appearance so important? Shouldn't we be judged by who we are on the inside and what we have done with our lives? I wish it was that simple, but it isn't.

Social psychologists studying the impact of image have determined that someone meeting you for the first time will make up to 10 decisions or judgments about you within the first 30 seconds. These include your economic and educational levels, trustworthiness, social position, level of sophistication, economic heritage, social heritage, success and moral character.

When meeting someone new, we have limited information about them and look for clues to fill in the blanks. The "clues" that are used to base these opinions on are appearance, voice and words. A research study by Professor Albert Mehrabin entitled "Silent Messages" has proven convincingly that visual images matter a great deal. He found that the impact we make on each other depends - 55 per cent on our appearance, 38 per cent on our voice and seven per cent on what we say.

In the 21st Century, face-to-face interactions are becoming less frequent and brief. Phones, e-mail, computers, faxes and Federal Express have replaced the old fashioned way of communicating in person. Therefore, it is even more crucial than ever before to make a good first impression.

To make a good first impression, consider the three key elements: the handshake, eye contact and your appearance. How would you describe your handshake? Is

it firm, bone crushing or like a jellyfish? Eye contact - do you look directly at the other person's face or downwards? Your appearance - are you always dressed and groomed impeccably? If you are becoming aware that there are some areas that need improvement, you are off to a good start. The difference between being dressed and well dressed lies in the details. This includes all areas of fit and grooming. The best place to begin checking to see how well dressed you are is at the top.

For men, begin by examining your hair. Is the cut/style flattering and upto date? Do your clothes fit properly? Do the shoulders on your suit jacket fit properly? If the shoulders are wider than your own, it may be the wrong size. When buying suits or sports jackets, start by finding a jacket with shoulders that fit properly. Does your shirt fit well or is it too baggy? Does it look like it belongs to someone larger in size? Is your shirt tucked in your pants? **One of the biggest image killers is the un-tucked shirt. This creates a sloppy look.** How about your pants? Are your pants too tight? If you see horizontal folds in the fabric, then the answer is yes. Are they clean and pressed with a crease? Are your pants too short? When standing, you should not be able to see your sock colour or the top of the back of your shoes. Do your socks reach at least till mid calf length? When crossing your legs, others should not be able to see the skin on your legs. Have you coordinated your socks, pants and shoes? The rule of thumb is that your socks should match either your shoe colour or your pant colour. Are your shoes polished and in good condition? Finally, the most important part of your personal image – cleanliness. Using good judgment in personal hygiene conveys that you respect yourself and consequently others. It is best to shave, shower, brush your teeth and use deodorant every day.

For most women, your hair is considered your crowning glory. Make sure to keep hair cut, styled and neat at all times. Makeup should be used in moderation and should not overpower the face beneath. You should always choose clothing in colours that are flattering and complimentary to your complexion. Sometimes the colours that we choose are not flattering to our colouring.

Your clothing should always fit properly. Careful consideration should be used when buying trendy clothing. Clothing styles and colours change every season. When building a wardrobe, it is always better to choose traditional colours to start.

Finally, everyone should own a full-length mirror. It is the best investment to ensure that you always make a great first and last impression.

It is hoped that the students of IBA will find these tips useful and that they will contribute to better learning, higher grades and make real professionals of them in their respective fields.

## FREQUENTLY ASKED QUESTIONS

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

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

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

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

**I want to access PC's for private study or to check my e-mail account** – Talk to the Lab Assistants in the Main and City campus labs mentioned on pages 15 to 16, and if possible, they will make the appropriate arrangements for you.

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

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

*–Jack Canfield*

## CONTACT INFORMATION

Website: [www.iba.edu.pk](http://www.iba.edu.pk), E-mail: [info@iba.edu.pk](mailto:info@iba.edu.pk)

**Main Campus:** University Road, Karachi-75270  
UAN: 111-422-422, Fax: (+92-21) 99261508, PABX: (+92-21) 99261525-27, 99261510-12, ( Ext: 9 , 260 ),

**Help Desks Extensions:** (IT: 238, Transport: 203, Maintenance: 284, Administration: 258, Security:296)

**City Campus:** Garden Road, Karachi-74400  
UAN: 111-677-677, Fax: (+92-21) 99215528.

**Help Desks Extensions:** (IT: 1811, Transport: 1815, Maintenance: 1812, Administration: 1212, Security: 1815)

<b>Name &amp; Designation</b>	<b>Ext.</b>	<b>E-mail Address</b>
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