



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Dec 22<sup>nd</sup>, 2020

To: All students / faculty members & Program Offices

Greetings:

We are about to commence registration for Undergraduate, Graduate and Postgraduate Programs for Spring 2021. This letter and accompanying documents will aid students in selecting the courses, instructors, and class timings of their choice.

Attached herewith are:

- Timetable for both Campuses
- Registration guidelines
- Frequently asked questions (FAQs)
- Video link of the registration process

[https://www.youtube.com/watch?v=wOYkO\\_wTNkU](https://www.youtube.com/watch?v=wOYkO_wTNkU)

#### **Online Registration for All Students**

Please note that all students must register through the ERP system for core courses, Program elective courses and non-specialization courses, wherever applicable. However, due to each class being capped at a specified maximum enrolment, students may have to choose a course section, instructor or class timing other than their desired option.

#### **Pre-requisite Edit Check Disabled**

All students must pay attention to, and be informed of, the pre-requisites for the courses they are enrolling in. The Program Offices do not provide information regarding prerequisites for courses and has disabled the Edit check on ERP. There are two reasons for this:

- It is possible that a student is currently enrolled in a course that is a prerequisite to an advanced course they wish to enroll for in Spring 2021. An enabled prerequisite Edit check will restrict the student from enrolling in the advanced course whose prerequisite the student is currently enrolled in.
- A complete list of all courses, and their prerequisites, is available in the relevant degree section of the Program Announcement. Students can access this information on their own and make informed choices as per their requirement.

However, an ERP Edit check will be run before the start of the semester. A Student who has not successfully fulfilled the criteria of passing a prerequisite prior to registering for an advanced course

will be automatically dropped from the advanced course. Only in rare cases a prerequisite may be treated as a corequisite subject to the approval of the relevant Chairperson of the Department.

### Course Allocation

Classes for all first-year undergraduate and MBA courses are scheduled at City Campus. First year students of these Program should enroll in courses scheduled at City Campus only. Classes for students of all other year of study, and all MS students, may have classes scheduled at City Campus or Main Campus. Those travelling between Campuses must give themselves sufficient time to make the transfer between Campuses. Traffic congestion and transportation concerns must be resolved on the student's accord. This is especially important while taking the mid-term and final examinations.

Students may choose courses offered in the morning schedule as well as in the evening schedule, wherever applicable and allowed. However, preference for courses scheduled in the evening be given to students who are enrolled in the evening Programs.

### Online Registration Schedule- Spring 2021

Registration will commence on **Jan 7<sup>th</sup>, 2021** as per the following schedule:

Step	Prereq	Description	Responsibility	Start Date	End Date
1		Notify all students and Program offices for course registering in ERP	Faculty Coordinator/Program Offices	22 <sup>nd</sup> Dec, 2020	
2		Creation of Group & Term Activation & Setup Appointments	IS Department	21 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
3	2	Verification of Student's Groups	Program Offices / Students	21 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
4		Verification of Courses pre-requisites, Core & Elective list Report of Pre-Requisites is Available in ERP Report Name : IBA_CRS_PREQ IBA_ENR_CRSL	Chairpersons / Program Offices	18 <sup>th</sup> Dec, 2020	21 <sup>st</sup> Dec, 2020
5		Scheduling of Lecture Classes	Program Offices	1 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
6		Scheduling of Tutorial Classes	Program Offices	1 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
			Program Offices & HR	Tutorials timings & TA allocation will be defined after starting of semester by HR and Program Offices	
7		Final Courses Verification along with Faculty	Chairpersons	23 <sup>rd</sup> Dec, 2020	30 <sup>th</sup> Dec, 2020
8		Allocation of Core & Electives to Students	Program Offices	21 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020

**Online Course Registration of BSCS, BSSS, BSEM & BSECO (Core & Elective Courses)**

9		Verify Courses (Main & City Campus)	Main & City Program Offices	1 <sup>st</sup> Jan, 2021
10		Open Enrolment of Sections of Courses Offered for Freshman Students	Main & City Program Offices	1 <sup>st</sup> Jan, 2021
11	8,9	Online Course Registration Freshman Students	BSCS, BSSS, BSEM & BSECO Freshman Students	7 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
12	8,9	Online Course Registration Sophomore Students	BSCS, BSSS, BSEM & BSECO Sophomore Students	8 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
13	8,9	Online Course Registration Junior Students	BSCS, BSSS, BSEM & BSECO Junior Students	9 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
14	8,9	Online Course Registration Senior Students	BSCS, BSSS, BSEM & BSECO Senior Students	10 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM

**Online Courses Registration of BBA & BSAF (Core & Elective Courses)**

15	8,9	Online Course Registration Freshman Students	BBA & BSAF Freshman Students	11 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
16	8,9	Online Course Registration Sophomore Students	BBA & BSAF Sophomore Students	12 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
17	8,9	Online Course Registration Junior Students	BBA & BSAF Junior Students	13 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
18	8,9	Online Course Registration Senior Students	BBA & BSAF Senior Students	14 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM

**Online Courses Registration of Transfer & Deferred Students (Core & Elective Courses)**

19	8,9	Online Course Registration Transfer & Deferred Students	Transfer & Deferred Students - All Programs	15 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
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**Online Courses Registration of All Students (Non-Specialization Courses)**

19	8,9	Online Course Registration Freshman, Sophomore, Junior & Senior Students	All Programs	17 <sup>th</sup> Jan, 2021 10:00 AM - 4:00 PM
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Online Courses Registration of Graduate Program (Core & Elective Courses)					
Step	Prereq	Description	Responsibility	Start Date	End Date
1		Notify all students and Program offices for course registering in ERP	Faculty Coordinator/Program Offices	22 <sup>nd</sup> Dec, 2020	
2		Creation of Group & Term Activation & Setup Appointments	IS Department	21 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
3	2	Verification of Student's Groups	Program Offices / Students	21 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
4		Verification of Courses pre-requisites, Core & Elective list Report of Pre-Requisites is Available in ERP Report Name : IBA_CRS_PREQ IBA_ENR_CRSL	Chairpersons / Program Offices	18 <sup>th</sup> Dec, 2020	21 <sup>st</sup> Dec, 2020
5		Scheduling of Lecture Classes	Program Offices	1 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
6		Scheduling of Tutorial Classes	Program Offices	1 <sup>st</sup> Dec, 2020	22 <sup>nd</sup> Dec, 2020
			Program Offices & HR	Tutorials timings & TA allocation will be defined after starting of semester by HR and Program Offices	
7		Final Courses Verification along with Faculty	Chairpersons	22 <sup>nd</sup> Dec, 2020	30 <sup>th</sup> Dec, 2020
8		Allocation of Core & Electives to Students	Program Offices	21 <sup>st</sup> Dec, 2020	
9		Online Course registration MBA-Morning Students	MBA-Morning Students	8 <sup>th</sup> Jan, 2021  10:00 AM - 4:00 PM	
10		Online Course Registration MBA-Evening Students	MBA-Evening Students	9 <sup>th</sup> Jan, 2021  10:00 AM - 4:00 PM	
11		Online Course Registration MS Programs Students	All MS Programs Students	11 <sup>th</sup> Jan, 2021  10:00 AM - 4:00 PM	

#### NOTE

- Registration will be done by students themselves on the day assigned to their Program.
- A class section will be marked as 'closed' once the maximum enrolment cap is reached. Students will not be allowed to enroll into a closed section.
- Students with blocked IDs will NOT be allowed to register for courses. Students must ensure their ID is active, functional, and not blocked.
- All finance and fee-related issues must be resolved by a student to ensure their ID is not blocked.

- If any student, especially transfer student, can view the course list of multiple Programs, they are requested report to the Program Offices immediately.

#### Online facilitation week

- Online facilitation week will begin on 18 January 2021 and end on 28 January 2021.
- During this week Program Offices will try to address any unresolved issues experienced by students during the time of registration.
- Students will not be allowed to enroll into a course after the end of online facilitation week.
- More details related to online facilitation week will be provided closer to the start of the semester.

#### General Guidelines

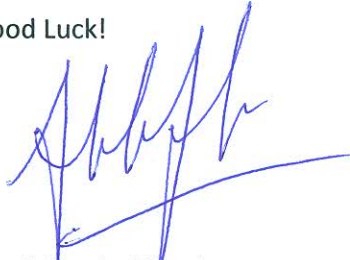
The Program Offices urge all students routinely visit IBA's portal for information updates related to registration and enrolment. Students should register their mobile number onto the IBA's database, and make sure their IBA email address is active and functional. Faculty and staff have worked extensively to facilitate and streamline the registration process. IBA's online system allows access to registration from any Campuses, or any other location off-campus. Therefore, we expect all students to make this process a successful one by acting with responsibility and discipline.

If a student has any further questions, queries or clarification regarding their degree, Program structure or course sequence, they are more than welcome to contact their relevant Chairpersons, Program Directors / Coordinators or Departmental Assistants. All concerned are listed below:

	Chairperson	Program Coordinator	Departmental Assistant
Accounting	Mr. Haroon Tabraze <a href="mailto:htabraze@iba.edu.pk">htabraze@iba.edu.pk</a>	Mr. Haroon Tabraze <a href="mailto:htabraze@iba.edu.pk">htabraze@iba.edu.pk</a>	Syed M. Hassan <a href="mailto:smhassan@iba.edu.pk">smhassan@iba.edu.pk</a>
Computer Sciences	Dr. Sajjad Haider <a href="mailto:sahaider@iba.edu.pk">sahaider@iba.edu.pk</a>	Dr. Imran Rauf <a href="mailto:irauf@iba.edu.pk">irauf@iba.edu.pk</a>	
Finance	Dr. Ahmed Junaid <a href="mailto:ajunaid@iba.edu.pk">ajunaid@iba.edu.pk</a>	Dr. Ahmed Junaid <a href="mailto:ajunaid@iba.edu.pk">ajunaid@iba.edu.pk</a>  Dr. Irum Saba (MS-IBF) <a href="mailto:isaba@iba.edu.pk">isaba@iba.edu.pk</a>	Syed Ali Mohsin <a href="mailto:sanaqvi@iba.edu.pk">sanaqvi@iba.edu.pk</a>
Mathematics	Dr. Hisham Bin Zubair <a href="mailto:hbinzubair@iba.edu.pk">hbinzubair@iba.edu.pk</a>	Dr. Danish Ali <a href="mailto:dali@iba.edu.pk">dali@iba.edu.pk</a>	Amrina Imran <a href="mailto:ahamad@iba.edu.pk">ahamad@iba.edu.pk</a>
Social Sciences	Dr. Sahar Nadeem <a href="mailto:snadeem@iba.edu.pk">snadeem@iba.edu.pk</a>	Dr. Ali Gibran <a href="mailto:agsiddiqui@iba.edu.pk">agsiddiqui@iba.edu.pk</a>	Faizan Minhas <a href="mailto:fminhas@iba.edu.pk">fminhas@iba.edu.pk</a>
Economics	Dr. Adnan Haider <a href="mailto:ahaider@iba.edu.pk">ahaider@iba.edu.pk</a>	Dr. Heman Das Lohano <a href="mailto:hlohano@iba.edu.pk">hlohano@iba.edu.pk</a>	Ahmed Ali <a href="mailto:ahmedali@iba.edu.pk">ahmedali@iba.edu.pk</a>
Business Administration	Dr. Farah Naz Baig (Marketing) <a href="mailto:fbaig@iba.edu.pk">fbaig@iba.edu.pk</a>  Dr. M. Kamran Mumtaz (Management) <a href="mailto:mmumtaz@iba.edu.pk">mmumtaz@iba.edu.pk</a>	Dr. Wajid H. Rizvi <a href="mailto:wrizvi@iba.edu.pk">wrizvi@iba.edu.pk</a>	M. Sarim Shahab (Marketing) <a href="mailto:msshahab@iba.edu.pk">msshahab@iba.edu.pk</a>  Ali Zaheer (Management) <a href="mailto:azaheer@iba.edu.pk">azaheer@iba.edu.pk</a>

As always, for any query or concern related to registration or enrollment, feel free to visit the Program Offices at either of the Campuses.

Good Luck!

A handwritten signature in blue ink, appearing to read 'Abbas A. Gillani', with a long horizontal flourish extending to the right.

Dr. Abbas A. Gillani

Assistant Professor and Director, Program Offices