

**IBA**

Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

**IBA**



# STUDENT HANDBOOK

**2022 - 2023**



**2022**

# ABOUT THIS HANDBOOK

The Student Handbook of the Institute of Business Administration (IBA) Karachi is designed as a roadmap to assist you in navigating the important codes, policies, practices, resources, support, and services for the student body at the IBA Karachi. This Handbook also provides information about students' responsibility and rights regarding their behavior as a member of the IBA fraternity and the use of IBA's facilities and privileges. As an IBA student, it is your responsibility to ensure that you read it carefully to help acclimatize you to the IBA Karachi.

The Handbook should be read in conjunction with the Students' Code of Conduct. The provisions of the Student Handbook are not to be regarded as an irrevocable contract between the student and the Institution. The information in this Handbook is current as up to date; however, the information presented in this Handbook is subject to change. The IBA reserves the right to make changes affecting admission procedures, tuition, fee, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations etc.

For any queries you can contact the relevant Offices mentioned in this Handbook.





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# DEFINITIONS

- **Population:** IBA community, i.e., students, scholars, research advisors, project supervisors, professors, instructors, academic office bearers, parents and any individual involved in receiving/imparting education.
- **Academic Transaction:** Regular classes; online classes; any manifestation of formal assessments such as (but not limited to) quizzes, tests, hourlies, midterms, final exams, projects, class assignments, take-home assignments/homework etc.; attendance recording; TA assignments, RA assignments.
- **Academic Misconduct:** Conduct that is deemed offensive/unethical/inappropriate by a majority of the population\* in the context of academic transactions\*.
- **Offense:** Any manifestation of academic misconduct\*.
- **On- and Off-site:** On campus, at IBA-related events or activities (both on and off campus), IBA Hostels, IBA buses and shuttles, and any other IBA-related locations.
- **Plagiarism:** Copying another individual's intellectual work, with or without their permission, and without full acknowledgment of their contribution, and passing down as one's own.
- **Cheating:** Term attributed to a specific manifestation of plagiarism that occurs during formal assessments. Examples: Two students copying from one another; copying from electronic devices (excluding calculators and devices allowed through written permission by the instructor), covert proxy-writing exams, copying from paper chits, bringing banned devices to the exam hall (mobiles/tablets - unless allowed), bringing banned items (any paper/stationery with hand-written/printed inscription relevant to the assessment). Talking to other exam takers during exams. Borrowing of calculators without involving the invigilator.
- **Collusion:** Term attributed to the unauthorized and unattributed help in graded intellectual work by others – must not be confused with collaboration which is authorized and attributed combined work of two or more individuals.
- **Personation:** Term attributed to assumption of another person's identity with a deceitful intent. In this context it refers to writing unauthorized proxy exams.





## About the Institute of Business Administration (IBA) Karachi

The Institute of Business Administration (IBA) Karachi, with an established 67 years of legacy of imparting world-class education and cultivating thought leaders, is known as Pakistan's premier business institution recognized internationally with world-class faculty, specializing in diverse areas of study.

Over the years, IBA has transformed itself from a Business School to one of Pakistan's most dynamic and prominent public sector institutions of higher learning.

IBA offers exceptional learning opportunities in academia, research and innovation. We hone and nurture our youth into effective leaders who transform the world with their progressive leadership.

IBA launched its three schools in 2020, namely, the School of Business Studies (SBS), the School of Economics and Social Sciences (SESS) and the School of Mathematics and Computer Science (SMCS).





## School of Business Studies

The School of Business Studies (SBS) is one of our leading schools with the flagship BBA and MBA programs dating back to almost seven decades. The School is constitutive of four departments, viz, the Departments of Accounting and Law, Finance, Management, and Marketing.

Since its inception, IBA Karachi has built a strong reputation for being the leading business school in Pakistan, and to stay ahead, we keep evolving to the needs of society. With the establishment of SBS, we intend to further expand our programs with transformative curricula and provide students with an enriching learning experience with easy and regular access to industry leaders. At the SBS, we are committed to preparing innovative leaders who will add value to their stakeholders and the society at large.

Furthermore, the School's initial Self Evaluation Report (iSER) has been accepted by the AACSB Global - Initial Accreditation Committee (IAC). AACSB is considered as the gold standard of accreditation in the business education.





## School of Economics and Social Sciences

The School of Economics and Social Sciences (SESS) is home to the Departments of Economics, and that of the Social Sciences and Liberal Arts. The Economics Department's platform of Economics Research Seminar Series (ERSS) provides researchers an integral platform for dialogue on a range of topics along with an opportunity to present their research.

The Department of Social Sciences and Liberal Arts (SSLA) prepares students in a wide range of academic disciplines including, Philosophy, History, Literature, Political Science, Urban Studies, Media Studies, Anthropology, and Development Studies. The School's Centre for Business and Economic Research (CBER) and Population Research Center (PRC) acquaint our students to research and prepare them to present research on national and international platforms.

The School's research-oriented environment encourages students to develop themselves as effective practitioners and scholars. SSLA also focuses on producing and training our undergraduate students so that they are ready for graduate school.





## School of Mathematics and Computer Science

The School of Mathematics and Computer Science (SMCS) integrates IBA Karachi's legacy departments, those of Mathematical Sciences and of Computer Science. IBA was one of the first institutions to offer Computer Science programs to Pakistan's corporate sector almost four decades ago. Since then, a number of degree programs have been offered which are famous for their quality and academic rigor including a plethora of courses, which acquaint our students with technological disciplines including information systems, data science, machine learning, and quantitative methods.

The SMCS presents students with valuable opportunities and experiences through advanced technological and innovative research platforms, allowing them to rethink and recreate technological solutions globally.

The SMCS keeps students and faculty engaged and connected locally and internationally through training and research activities. The School trains its students to play a pivotal role by contributing to global issues which science and technology can solve.



## Vision

- To be among the best learning institutions in Pakistan.

## Mission

- To impart quality education in numerous educational fields to students selected on merit irrespective of ethnicity, gender, religion, or financial means.
- To provide a teaching and learning environment that encourages critical thinking, ethical conduct and effective decision making.
- To undertake original research that enriches teaching which benefits business, government and civil society.

## Core Values

- **Discipline** - Discipline requires self-regulation and adherence to an established code of conduct. Discipline facilitates the smooth functioning of the institute and is essential for an IBA student.
- **Creativity** - Creativity breeds innovation which is critical for an institution to expand its frontiers. IBA students are encouraged to generate new ideas to attain their goals.
- **Tolerance** - Tolerance represents the ability and willingness to accept and coexist with other opinions and behaviors. Tolerance is an essential characteristic of successful individuals and societies.
- **Integrity** - Integrity suggests the quality of being honest and having strong moral principles. Integrity is crucial to the reputation of individual students as well as that of the IBA.
- **Teamwork** - Teamwork requires harmonizing individual effort to achieve a common goal. Without teamwork, individual efforts can be wasted and institutions can suffer.



# Welcome to IBA's Office of Student Affairs (OSA)

**Become a part of an engaging and diverse student experience!**

The Office of Student Affairs (OSA) at IBA Karachi is dedicated to creating an engaging and diverse student experience for every student at the IBA Main and City campuses. The Office plays an integral role in community engagement, talent and skill development, and student leadership development. It provides students with opportunities to extend their passions, talents, and competencies beyond academia by participating in curricular, cocurricular, and service-oriented activities. The Office proactively responds and is adaptable to student-centric needs, and evolving trends and priorities.

Student Affairs is also committed to fostering a culture of inclusion, mutual respect, and tolerance with respect to diversity. It plays a pivotal role in promoting a safe, welcoming, and inclusive environment and campus life for students, and especially for those who may have disabilities or special needs – our job is to support students' individual and group needs and to endorse the value of a diverse society.



The OSA comprises of the following:

## **Diversity, accessibility, and inclusion**

Office of Student Affairs believes and works on the premise that every student is unique, belonging to diverse backgrounds. It aims to create an inclusive environment, accepting of every individual's different background and characteristics, and differences in perspective and demographics, which include race, age, religion, disability and gender, as well as skills, experiences, and abilities. It aims to eliminate discrimination, break down barriers, and facilitate and ensure equal opportunities and access for all students.

## **Student employment and volunteering**

Students are offered opportunities to work part-time on both campuses during the semester as well as during summers. They can be employed in various departments (administrative, academic, or support service departments). These can be both paid (student employment) or unpaid (volunteering). The number of work hours per week differ based on the nature of employment. Student Affairs also helps students in searching for volunteering opportunities outside IBA as well.

Student employment and volunteering allows students to develop their professional and soft skills, and academic expertise. It also teaches them life skills, including building a sense of responsibility and work ethics.



## Student leadership, coaching, and peer programs

To enrich the experience at IBA Karachi, students can participate in leadership development, coaching, or peer programs that foster learning, growth, community development and peer support. These students can attend workshops, seminars, and programs that will build their skills to motivate, influence, and guide other students at IBA. Students can realize their potential through such programs, and provide support to students experiencing challenges, connecting them to the faculty and staff, and to campus resources.

The Office of Student Affairs is a one-stop-solution to address all student needs and queries – to direct them to the relevant Schools and student support offices, including facilitating them with academic, career, mental health, or general counseling as well.

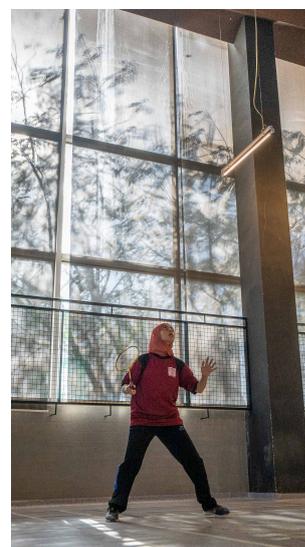
The student service and support offices that fall under the Student Affairs umbrella are:

### Department of Sports and Community Engagement (SP@CE)

The Department of Sports and Community Engagement (SP@CE), under the Office of Student Affairs, provides a platform to IBA Community, potential students and external organizations to not only maintain mental, physical, and social well-being but also express and hone their talent through sports and cultural activities. The facilities offered by the SP@CE include; event hall, amphitheatre, society offices, student lounge, music room, indoor sports and outdoor sports facilities. SP@CE has a number of coaches that train students in various sports. Students are encouraged to participate in sports games and tournaments, both nationally and internationally.

Some important points to be considered while using the sports facilities:

- Proper sports attire is required for availing sports facilities. Wear clothing appropriate to the sport you intend to play.
- Do not bring any valuable items in the sports facilities to avoid misplacing it.
- Do not bring any edible items and glass bottles on the field and/or gymnasium.
- While on the field and/or gymnasium, do not engage in unnecessary conversation as it might distract others.
- Goods and equipment obtained from the Sports Office must be returned after usage. Failure to comply may result in denial of services in future.
- Intentional damage and destruction of sports facilities and goods may result in strict disciplinary action and/or heavy fine.



For queries, please contact: <https://www.iba.edu.pk/space.php>

Mr. Haris Siddiqui

Head of Sports and Community Engagement (SP@CE)

Email: [hsiddiqui@iba.edu.pk](mailto:hsiddiqui@iba.edu.pk)

Ext: 1206



## Health and Wellness/Student Counseling

The Wellness Center provides health care facilities to students studying at IBA Karachi with an aim to help them in improving their physical, and psycho-social well-being. It addresses students' psychological, emotional, social, and behavioral concerns that include anxiety, depression, isolation, academic stress, confidence and self-esteem, homesickness (in case of living away from home) among various other issues and challenges.

The Wellness Center also provides Wellness Counseling Services to students ensuring their safety and confidentiality. Some of the services it provides are:

- To help students deal with different challenges and stressors they face in their social, academic, and personal life.
- To help students define goals, plan action and gain insight through psychoeducation, counseling and various psychotherapeutic interventions.
- Evaluate a student's functioning and implement appropriate intervention strategies – provide follow up sessions for smooth transition.
- Provide mental health support through individual counseling sessions with Wellness Counselors/Clinical Psychologists.
- Walk-in sessions are also provided to students to address a crisis or an immediate need - students are seen on a first-come, first-served basis.
- Organize support groups, workshops, trainings, and other activities to develop coping skills and disseminate mental health awareness.
- All information shared during counseling sessions, including the student's identity, is kept strictly confidential except in cases where it is deemed that the student may seriously hurt themselves or another person, in which case, their legal guardians and authorized persons at IBA are notified.

Our well-trained Wellness Counselors with vast experience and knowledge, are available at both the campuses of IBA.

*To make an appointment, students can send an email with their ERP number or make a phone call. Students can also visit Health and Wellness Center Martin Down (Main Campus).*



For queries and appointments, please contact:

Mr. Ahmad Ali/Wellness Counselor  
Clinical Psychologist

Email: [ahmadali@iba.edu.pk](mailto:ahmadali@iba.edu.pk)

Tel: (021) 111-422-422 Ext: 3050

Ms. Humera Qutb/Wellness Counselor (Part time)  
Clinical Psychologist

Email: [shqutb@iba.edu.pk](mailto:shqutb@iba.edu.pk)

Tel: (021) 111-422-422 Ext: 3056

Student Counseling services are also offered to those who require individual counseling to help them resolve personal or interpersonal problems. These services are separate from academic, career, or psychological (mental health) counseling. Students can visit the Student Affairs Office and speak with them about campus, learning, or personal related concerns that they may have.



## International Resource Center (IRC)

The International Resource Center (IRC) facilitates students in extending their learning by complementing their academic experience with international exposure. The IRC team coordinates and collaborates with top international universities and assists students who are looking for financial assistance and scholarships. The IRC team also facilitates:

- Transferring credits
- Exchange programs
- Visiting programs
- Summer/winter programs
- Welfare funding facilitation
- Graduate and post graduate admissions and scholarships
- Issuing English proficiency letters
- Issuing visa letters
- Issuing NOCs for exchanges
- Participation in conferences, competitions, etc

For further details, please visit: <https://irc.iba.edu.pk/>

For queries related to External Linkages, IRC, and Student Clubs/Societies, please contact:

Ms. Shehreena Amin

Senior Manager, External Linkages, International Resource Centre (IRC) &  
Coordinator Student Societies

Email: [samin@iba.edu.pk](mailto:samin@iba.edu.pk)

Ext: 2601



## Student Council and Clubs/Societies

Providing students with opportunities to participate in a variety of intellectual, academic, recreational and physical activities is a core aim of IBA. Engagement in curricular, cocurricular, and service activities and events form a major part of the experience of students during their time at IBA. Students are encouraged to participate in different events and activities that take place throughout the year. These events simulate the management challenges of real life and play an important role in polishing the social, managerial and marketing skills of students enabling them to represent and promote IBA at national and international events.



IBA encourages student participation in diverse activities and more than 30 student societies/clubs at the institution are reminiscent of this; these societies/clubs are divided into curricular, cocurricular, and service clusters to enhance students' skills and experience. The IBA-wide student council (ISC) acts as a representative of the student body. The ISC and students' societies/clubs' members fulfil the responsibilities of preparing the annual budget for all the activities to be undertaken, to organize events and activities in line with their objectives, ensure adherence to the IBA Code of Conduct and get the expenses audited. Despite the pandemic, many effervescent events were planned and successfully executed by all the societies this year.

For more details, please visit:

<https://www.iba.edu.pk/society-guidelines.php>

For queries related to Student Clubs/Societies, please contact:

Ms. Anam Saeed

Executive, Student Societies – IRC

Email: [anam@iba.edu.pk](mailto:anam@iba.edu.pk)

Ext: 1185

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For queries related to Office of Student Affairs, please contact:

Ms. Maheen Ghauri

Dean – Student Affairs

Email: [mghauri@iba.edu.pk](mailto:mghauri@iba.edu.pk)

Ext: 2474



## Expected Student Conduct

The IBA Karachi is a learning center where exchange and creation of ideas and new knowledge takes place. The IBA community is entitled to a reasonably quiet environment in the classrooms and on campus in general. The Institute expects all members to respect this right and to be aware of the impact of their activities on their fellow members. Disruptive behavior which is in noncompliance to the listed rules and regulations is considered as a misconduct and must not be practiced in any circumstance. Students are expected to:

- Present themselves as mature, law abiding and responsible persons.
- Refrain from subversive activities.
- Not indulge in activities that bring the Institute into disrepute.
- Treat all members of the IBA community with respect and dignity.
- Dress in a manner that does not violate the dress code policy outlined by IBA.
- Not threaten or endanger the health, safety, or security of other individuals.
- Refrain from causing any damage to the Institution's property.
- Refrain from maligning and defaming any member of the IBA community on social media or otherwise.

### Purpose

The IBA Karachi expects its students to conform to the highest standards of ethics and discipline, respect the rights of its members, and uphold the reputation of the Institute. The Code of Conduct provides a framework for strengthening discipline by identifying expectations, specifying the acts of misdemeanor and the nature of ensuing penalties.

Actions violating the Code of Conduct can result in disciplinary sanctions. Examples of disciplinary sanctions include, but are not limited to, fines, community service hours, or academic penalties, and can also result in dismissal from the Institute. A student dismissed for disciplinary reasons will not be considered for readmission. The tenets of the IBA Code of Conduct apply to all students.

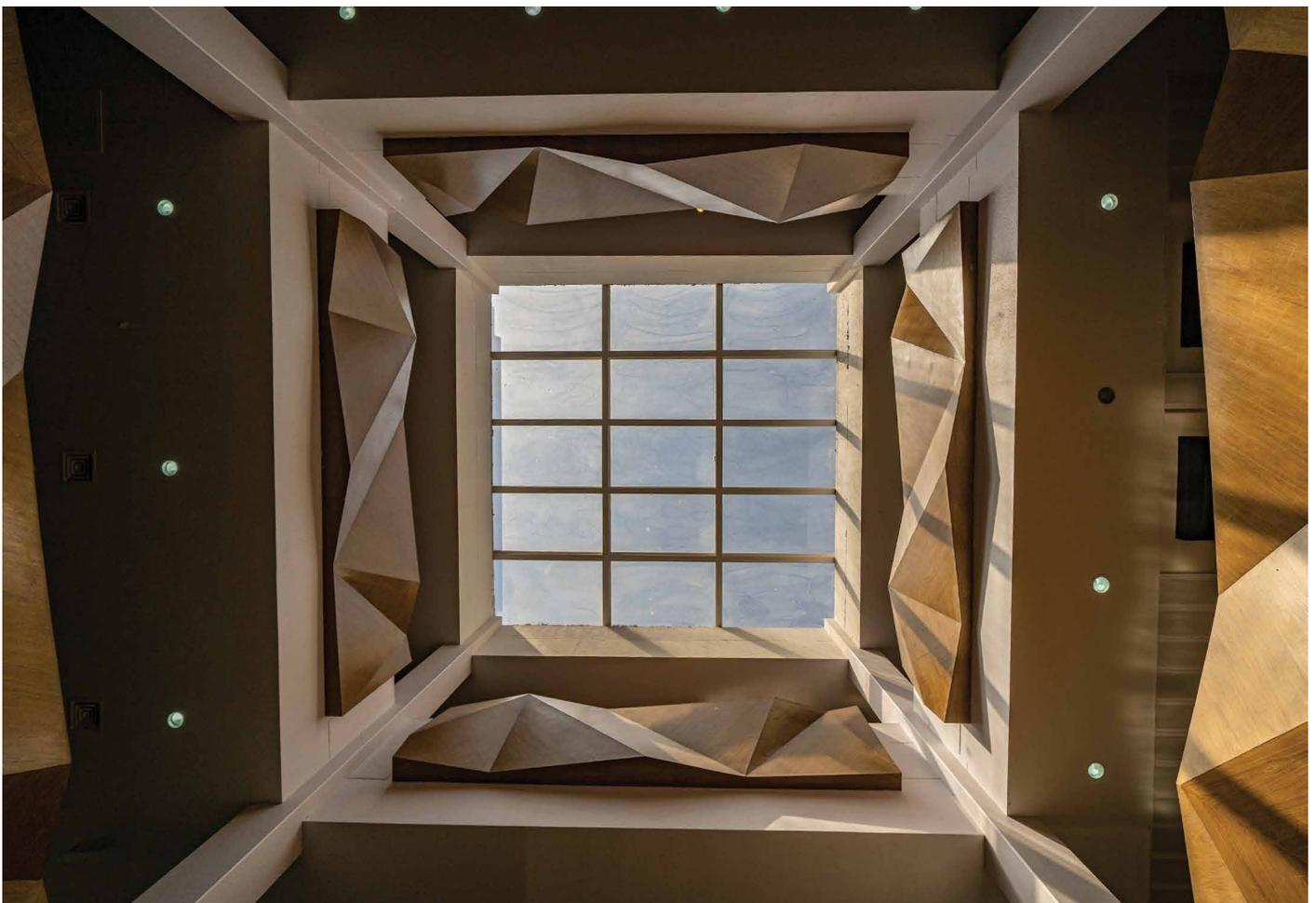
Every student is responsible for understanding and abiding by the Code of Conduct. Ignorance of the code of conduct is not considered defense during disciplinary proceedings. Queries seeking clarifications regarding Code of Conduct may be addressed to the Student Affairs Office.



# Jurisdiction and applicability

The disciplinary jurisdiction of the Code of Conduct extends to any misconduct by a student or student societies that occurs on campus facilities and in certain instances off campus, where students are representing the Institution.

- **On campus:** Misconduct by a student or student societies that occur on both IBA campuses and in IBA student facilities (for e.g., housing, shuttles, webinars etc.)
- **Off campus:** Misconduct that occurs off campus while representing the IBA at an event or activity that is associated with or sponsored by the IBA or arranged by another individual/organization in which participation from the IBA has been solicited. Examples of such events/activities include conferences, competitions, seminars, meetings, as well as social delegations, sports activities, excursions etc.



# Regulatory Bodies and Offices

## Office of Dean Student Affairs (DSA)

All disciplinary matters of students shall fall under the domain of the Office of Student Affairs headed by the Dean Student Affairs (DSA). All misconduct will be reported to the DSA, and the DSA is the final authority in recommending penalties. These may range from warnings to community service, counselling, to monetary penalties etc.

In cases of serious and major offence the DSA may choose to forward the case to the Disciplinary Committee (DC). The accused will then be contacted by the Secretary of DC for recording a statement and initiating the investigation.

## Reporting Desk (RD)

Reporting Desks are a part of the Office of Student Affairs. Both Main and City Campuses have independent reporting desks which immediately register reported cases on to the complaint portal.

- RD at the Main Campus has at least five members. At all times, at least two of these members should be available at the reporting desk. City Campus has at least two members out of which one member will always be present at the RD. Presence of RD member should be in every building of IBA.
- Members of the RD will be the first point of contact by the identifier of the violation. If need arises only member of the RD team will confront the violator.
- Any member of IBA RD team, security team, administrative staff and faculty member can ask the student (violator) for student card and ERP. In case the student refuses to abide, member of the RD will manage the situation.
- IBA RD team, security team, administrative staff and faculty member will show his/her ID card to the student when they ask for the student ID card.
- Members of the RD will be trained in crisis management and sensitization towards IBA standards. DSA will also take one module of the workshop to train members of RD, staff, and faculty members with issues specific to IBA.
- Penalties for minor offenses such as imposition of fine for first-or second-time offence will be imposed by the DSA.
- Major offences (example third time offence or any other major violation) will be forwarded by the DSA for hearing to the DC.
- DC decision of penalty on the violator will be decided by the Committee Chair.

## Relevant Committees

There are two committees relevant to student conduct and disciplinary matters:

### 1. Student Conduct and IBA Standards Committee (SCISC)

Student Conduct and IBA Standards Committee (SCISC) is a faculty committee that reviews the Code of Conduct under direct supervision of the Executive Director (ED).



The custodian of the student Code of Conduct is the SCISC. The committee deals with recommendations and formulations of policy in consultation with the ED and other IBA stakeholders on student conduct.

The committee comprises of 12 faculty members, with at least one faculty member having administrative position who are designated by the ED of the IBA to serve on it. Each of the three schools of IBA must have representation in the committee.

The **Chairperson of the Committee** is appointed by the ED from within the committee members.

The **quorum** of SCISC is of 2/3rd of the committee members.

The **Secretary** for the SCISC and DC will remain the same.

The **tenure** for both committees is of three (3) years. After three years a new SCISC will be constituted, replacing at least 30 percent of the previous committees' members

## 2. Disciplinary Committee (DC)

Disciplinary Committee (DC) is a sub-committee of the Student Conduct and IBA Standards Committee (SCISC). The DC comprises of 5 members who, one of which serves as the Chairperson of DC, and all are appointed by the Chairperson of the SCISC. The DC membership exists for the period of one semester. The membership of DC is rotational between members of SCISC. By the end of the semester, one member of the DC will be replaced by another member of the SCISC.

The functions of the DC shall be as under:

- To investigate the violations of the IBA Code of Conduct by the students and examine any disciplinary matter referred by the DSA.
- To decide the penalties against the misconducts. The committee will follow the guidelines for punishment provided by the violation grid.
- The Chair of the SCISC may request the Chair of DC to provide a summary of the nature of cases they have dealt with in a specific time.
- One member from the DC may be assigned the responsibility of providing the implementation report of the penalties imposed. Such a report will not disclose the nature of the penalty. However, this will only indicate the efficiency of the concerned departments in policy implementation.



# Academic Conduct Guidelines

The academic conduct guidelines are listed as follows:

## Instructional Spaces

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

## Attendance

A distinguishing feature of the IBA Karachi is its stringent adherence to the academic calendar. Students are required to attend lectures, laboratory sessions, seminars and fieldwork specified for every course offered in a semester.

The course instructor takes attendance in each class. Late comers are marked absent even if late by one minute; no excuse is accepted. If a student accumulates more than the permissible absences, they are awarded 'F' in that particular course. Students found tampering with attendance records in any way will immediately be expelled from the Institute. The permissible number of absences for students will include participation of the IBA students in conferences/seminars/events, sports at national and/or international level, an exchange program, religious activities (pilgrimage etc.) and add-drop week.

Please note that no attendance will be transferred from one course to the other. Transfer of attendance will only be allowed across sections of the same course for the first week of the semester. Attendance of classes on the first and last day of the semester is mandatory for all students.

Permissible absences per semester are mentioned in the following table:

Semester type	Duration of session	Total sessions	Allowed absences
Spring or fall	75 or 90 minutes	28	5 for full-time students 7 for part-time students
Spring or fall	150 or 180 minutes	14	2 for full-time students 3 for part-time students
Spring, summer, fall	180 minutes	12 MBA-Executive only	3
Summer	120 minutes	21	3
Winter	180 minutes	12	2



## Lecture timings

- **Full-time students:** Lectures are held from Monday to Saturday; morning lectures commence at 8:30 am. Lectures have the duration of 75 minutes. The subject and course requirements will determine the number of classes in a week. The class timetable is emailed to the students, and it is the responsibility of the students to stay updated with announcements like this on email.
- **MBA Executive and part-time students:** Lectures for MBA Executive and part-time students are held on weekends between 6:00 pm to 9:00 pm on Saturdays and 9:00 am to 5:00 pm on Sundays, with a 15-minute break in between the lectures.



## Class Representatives

Each class may elect one class representative who will act as a liaison between the student and the IBA management in all matters.

## Withdrawal from a course

A student may withdraw from courses if such withdrawal helps the student in improving their performance in the remaining courses.

For more details, please visit the section on IBA's official website explaining the process:

<https://examination.iba.edu.pk/WithdrawalCourse.php>

## Semester Freeze

Semester freeze (or break) is a semester in which a student is not registered for any course due to personal reasons. Any student availing one or more semester freeze must complete the degree requirements before the stipulated time bar for the program in which they are enrolled.

For more details, please visit the section on IBA's official website explaining the process:

<https://examination.iba.edu.pk/SemesterFreeze.php>

## Examination

At the IBA Karachi, students will have to appear for midterm and final examinations in each semester. Violation of any rules mentioned below may lead to cancellation of the paper and any other penalty deemed appropriate by the Disciplinary Committee.

### Before Examination

- To maintain the integrity of the examination process, candidates are required to carry a valid IBA ID card and show it upon request.
- To avoid disruption and any undue anxiety, candidates are requested to arrive at least 10 minutes before the commencement of the examination. Candidates will not be allowed to enter the examination room/hall 30 and 45 minutes after the start of the midterm or final exam, respectively.



- No extra time shall be given to late comers.
- Under extraordinary circumstances a candidate may be allowed to enter the exam hall provided that no other candidate has left the exam hall after handing of their exam material.
- Candidates are responsible for bringing their own (nonprogrammable) calculator, if approved by the faculty, for quantitative courses.
- Candidates must bring their own writing material (stationery items) or authorized material (notes/books/cheat-sheet) in the examination room as permitted by the subject teacher.
- Cell phones, smart watches and other electronic gadgets are prohibited inside the examination room.
- If a candidate is found in possession of a cell phone, his/her paper will be cancelled.
- Personal belongings such as bags/books/files are to be kept outside the exam hall. Laptops may be kept inside the exam hall at owner's risk with the permission of the invigilator.
- Students are required to occupy the assigned seat number. The proctor may relocate a candidate.



### During Examination

- Maintain complete silence in the examination hall. A candidate may raise his/her hand to draw the attention of the proctor. Clarifications about exam questions may be sought from the subject teacher during the first 15 minutes of the exam.
- Any kind of communication between the candidates is a violation of examination rules and will be treated as an offence under the 'use of unfair means'.
- Lending/borrowing of stationery or calculator is strictly prohibited in the examination hall.
- Candidates must complete required particulars on answer books/extra sheets and write down their ERP number and full name on the question paper at the start of the examination, as well as sign against their name and write the answer script number on the attendance sheet during the examinations.
- All answers must be written in non-erasable ink with the exception of drawings and sketches.
- If any candidate is found to be writing anything on the question paper or desk or on loose paper shall be considered to be using unfair means, unless the exam paper is also the answer booklet and should have the name of the candidate on it.
- In case of open book/open notes exams, candidates must follow instructions given in the exam paper by the subject teacher/resource person. Exchange of books and notes during such examinations is strictly prohibited.
- Candidates are allowed to leave the examination hall 45 and 60 minutes after commencement of midterm or final examination respectively. Re-entry after handing over the exam material to the proctor is not allowed.
- If any candidate is found to be in possession of any cheating material or observed to be using unfair means, then his/her exam paper shall be cancelled, and the case would be sent to the Disciplinary Committee.





### At the end of the examination

- Once the exam time has ended, the proctor will announce 'all pens down' after which no student should be holding a pen in their hands.
- All answer scripts and question paper should be submitted to the proctor before leaving the exam hall.
- In case of an electronic exam all answers must be properly saved in relevant file formats and uploaded to LMS if required or saved on desktop for retrieval.

### Plagiarism/cheating

Plagiarism and cheating are prohibited at the IBA Karachi. There should be absolutely no plagiarism/cheating in any examination, quiz, assignment, report and/or presentation by any student. Some examples of plagiarism are as follows:

The appropriation and paraphrasing of an idea, argument, information, maps, charts, tables, images, song lyrics, data sets, computer course codes, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.

Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.

However, each case will be decided on its own merit.

### Evaluation

During a student's time at the IBA Karachi, they will be asked to fill the faculty and course evaluation questionnaires in order to assist the Institute in its course monitoring and evaluation. The faculty and course evaluations are conducted once in a semester, before the final term exams to gather information/feedback anonymously. Students may access the faculty and course evaluation system online through the IBA portal. In case of deferral, a student may be restricted from giving the exam until the evaluation is completed.

For more details, please visit the section on IBA's official website explaining the process:

Guidelines & FAQs: <https://qec.iba.edu.pk/pdf/guidelines-faq-faculty-course-evaluation.pdf>

Video: <https://qec.iba.edu.pk/video-tutorial-on-student-evaluation-of-faculty-and-course.php>

### Recommendation Letters

The IBA Karachi provides its students the facility to get a recommendation letter from its faculty and staff for upcoming opportunities. However, it should be noted that all students should give the relevant stakeholders a week's time to process the recommendation letter.

### Verification and Attestation

For more details on verification and attestation of academic documents, please visit the website: <https://examination.iba.edu.pk/>



# General Conduct Guidelines

## Dress code

All students are to be decently dressed and in a manner that is appropriate for any institution of higher learning. Clothes should be suitable to, and represent the high cultural, social, and professional values for which IBA is known. Students are expected to be neatly dressed.

Clothes should be inoffensive in terms of their cuts and style, and/or the messages printed on them. Dress that is revealing as compared to societal standards is not allowed. Shorts, sleeveless, tight-fitting clothing, and see-through materials are strictly forbidden. Students are not allowed to wear casual slippers (flip flops).



## Indecent conduct

Indecent conduct is behavior, action, speech, or distribution of material that is deemed obscene, indecent, or lewd or in violation of social and cultural norms.

## Sexual misconduct

Engaging in explicit and overt/covert sexual activity.

## Public display of affection (PDA)

In order to maintain a professional atmosphere of learning and mutual respect at IBA, students should refrain from public display of affection (PDA), that is, inappropriate display of expression or intimate physical contact or activity. Physical contact between two individuals that could make others in the vicinity uncomfortable or serve as a distraction should be strictly avoided. Students are required to observe behavior, which is socially and culturally appropriate and acceptable, both on- and off-site, which includes on campus, all on- and off-site events and activities, hostels, and on the IBA buses/shuttles. Students are expected to conduct themselves respectfully at all times, which is reflective of the high moral, academic, and professional values and standards of the IBA.

## Events and activities

Any event or activity organized by students, both on- or -offsite, that is against cultural and societal norms, is against state law, and is not in line with IBA's high moral, ethical, and professional values and standards is strictly not permitted. There is a zero-tolerance policy, and any such violation will be dealt with severe penalties and strict disciplinary action, which may include expulsion from the IBA.

## Disorderly conduct

Disorderly conduct refers to breaching of peace, or aiding, abetting, or luring another person to breach the peace on IBA premises or at IBA sponsored function/activities.

Any unauthorized use of electronics or other devices to make an audio or video recording of any person in his or her personal office space or classrooms without prior knowledge/permission is strictly prohibited.

Recording of any activity in a public space at IBA is allowed, and the footage can be used for disciplinary action against said individuals. Moreover, the entire campus is covered by CCTV to ensure compliance.



## Substance abuse

Possession, use, purchase, and/or distribution of **alcohol or intoxicating drugs** (such as but not limited to heroin, opiates, cocaine, marijuana, hashish, alcoholic beverages, or other intoxicating substances) at IBA is strictly prohibited. The use or possession of any kind of narcotics and/or alcohol will result in disciplinary action and the possibility of immediate cancellation of admission and expulsion from the hostels. Student suspected of consuming alcohol may be asked to take a breathalyzer/lab test. Student suspected of consuming drugs may be asked to take a tetrahydrocannabinol test on the spot or in a laboratory.

## Smoking/Vaping/Sheesha

Smoking, Vaping, Sheesha and any other electronic smoking device is prohibited inside IBA's premises, and on- and off-site, including shuttles/IBA buses, hostels, and in IBA events and activities, barring designated spaces. To benefit the health and safety of the IBA community, it is IBA's endeavor to convert the Institute's premises into a 'No Smoking Area'. It is the responsibility of smokers to be considerate to and mindful of non-smokers and of the campus safety. Cigarette waste should be disposed properly in a safe manner in designated outdoor ashtrays. Fire hazard, campus safety and cleanliness should be considered in disposing of cigarettes and ash.

Students are also informed not to smoke or vape in the vicinity of the University of Karachi. Any infraction will result in serious disciplinary action.

Possession and/or its use will result in confiscation of the vape or sheesha, and disciplinary action will be taken, including the possibility of cancellation of residential space.



## Demonstrations/Congregations

Peaceful demonstrations and congregations are allowed on campus: However the following should be abided by while demonstrating:

- Demonstrations can be held in open spaces only, and away from corridors, walkways, and classrooms.
- They should not disrupt academic activities of the institution.
- Students can demonstrate peacefully, without influencing staff, faculty, or other students.

## Prior Permissions

Prior permission in writing through Dean Students Affairs is required for the following:

- Organizing co-curricular/extracurricular activities on campus.
- Making public statements, or any communication with media on behalf of the institution or making a public/media comment on the internal affairs of the institution. Additionally, confidential institution information or details cannot be shared on social media or any other media platform. Strict disciplinary action will be taken in such cases.
- Inviting Government representatives and/or foreign dignitaries to any of the campuses.
- Inviting guests into IBA premises.

## Visitors' Policy

Students, staff, and faculty guests are allowed to visit IBA campuses from **Monday to Saturday, 9:00 am to 6:00 pm**. All visitors have to abide by the following rules and guidelines:

- Visitors should complete the **online IBA visitors' form** at least 24 working hours prior to the planned visit.
- All visitor applicants will be sent an email confirmation with the date and timings.



- Please ensure that you bring the **confirmation email** that you have received, along with your **original CNIC/passport** and submit it at the security gate.
- All visitors must sign in and out upon entering and leaving the IBA premises.
- Visitors are only allowed to visit campus buildings and premises while accompanied by IBA student, faculty, staff, or a designated IBA representative who will give a tour of the campus.
- All visitors should leave IBA premises by 6:00 pm, unless invited for an event.

### Visitor misconduct

IBA students, faculty, and staff are responsible for the behaviour of their guests when within IBA premises. They need to ensure that their guests do not violate the security rules, regulations, and behavioural norms of the Institute. Any unpleasant or undesirable incident occurring because of the behaviour of the guest can lead to disciplinary action against the IBA student, faculty, or staff who invited them.

### Loitering in Karachi University

Loitering inside the Karachi University premises is not allowed. Exceptions to this rule are general walking/jogging between hostel/campus and/or buying of grocery/food items (take away only).

### Student identification

IBA students are required to carry their student identification cards at all times. It is incumbent on IBA students to show their identification cards to IBA staff/officials when requested.

Members of IBA security team, administrative staff, and faculty members have been empowered with the authority to confiscate student identification card in case they see any violation of Code of Conduct for investigative purposes. Failure to do so may lead to fine or any other disciplinary action.

### Misuse of identification

Misuse of identification is a violation of Code of Conduct and includes giving access or lending your IBA student card to someone else.

Forging someone else's signature and ERP number to mislead authorities.

### False representation

Forgery, alteration, unauthorized possession, or use of IBA's documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) can lead to disciplinary actions against the student.

### Unauthorized entry or access

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



## Ragging and bullying

Ragging and bullying are expressions of aggression via verbal, electronic, written, or physical communication, psychological and/or emotional behaviors towards an individual and/or group, by an individual and/or group. Such behaviors put individuals at a risk of harm and cause emotional distress. Ragging and bullying are prohibited at IBA and any student subjected to such behavior or a witness to it, should report it to the OSA /superintendent/building manager/administrator/hostel wardens immediately.

Ragging and bullying constitute:

- Words spoken or written which have the effect of teasing or treating/handling with rudeness of another.
- Rowdy or undisciplined activities by any student(s) which can cause annoyance, hardship, physical or psychological harm.
- Coercing another to indulge in an act he/she normally wouldn't do.
- Any act that prevents, disrupts, or disturbs the regular academic activity of any other student.
- Exploiting the services of any student for completing academic tasks assigned to an individual or group of students.
- Any act of financial extortion or forceful expenditure put on a student by other students.
- Any attempt to take advantage of a freshman, or an attempt to ridicule a freshman in front of others.

## Harassment

Harassment means written, verbal or physical conduct that, due to its inappropriateness, severity, persistence, and pervasiveness, adversely affects the victim's morale and ability to function. This may include conduct based on an individual's actual or perceived race, color, national origin, religion, gender, disability, or any other distinguishing characteristics.

### Harassment constitutes:

- Harassment may qualify as **sexual harassment** if it involves a sexual connotation through words, actions or behaviors or any acts that are inappropriate or non-consensual in nature and include but are not limited to photographs or other written/electronic communications that is non-consensual in nature. Sexual harassment also includes any inappropriate actions or behaviors by those in a position of power or authority towards those on whom authority extends.
- Menacing behavior or threats of harm to self, to others or to persons related to them, often as a means of coercing the target to acquiesce in the perpetrator's demands qualifies as **power harassment**.
- To file any complaint, please contact Student Affairs Office.

## False allegations

- Deliberately accusing a person or an organization of misconduct with knowledge that this allegation is false is violation of Code of Conduct.



## Financial misconduct

Some examples of financial misconduct include:

- Providing false financial information for the purpose of obtaining any concession or financial aid.
- Signing a document with someone else's name, initials, or signature.
- Financial misappropriation.
- Misrepresentation, or false statement of fact(s).

## Theft and vandalism

Theft and negligence, or intentional damage to personal or the Institute's property is prohibited, as is possession of the stolen property. Repair and replacement costs will be charged to the appropriate student(s) and may warrant disciplinary action.

## Retaliation

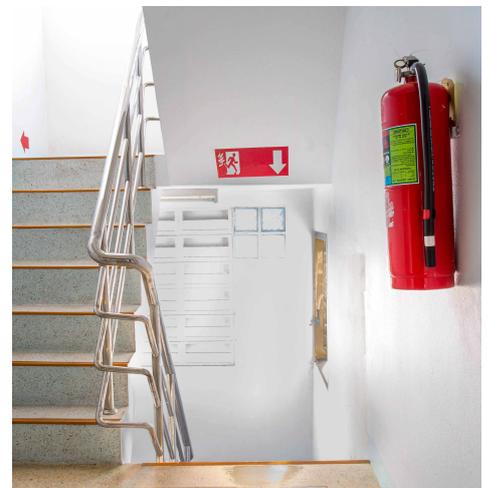
Retaliation can take many forms, including continued abuse, violence, threats, and intimidation. Any form of retaliation is not tolerated at IBA and may result in severe disciplinary action. Independent of any sanction, an interim measure may be imposed in response to the underlying allegation of this misconduct.

## Weapons and fireworks

No student can possess or use firearms on IBA's property and its environs. Firearms, including rifles, shotguns, handguns, air guns, gas operated guns and all other ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on IBA's property or its environs. Items such as knives, which could be viewed as weapons, are also forbidden. The IBA Karachi has a zero-tolerance policy in this regard.

## Fire safety

No such actions are allowed by the students which can cause fire within the premises of the Institution. Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building. Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of IBA's fire safety rules {e.g., unauthorized candle, fairy lights (electric and/or battery operated)/any object burning, tampering with fire safety equipment, etc.} will be subject to restitution and replacement costs, a fine, adjudication through the student conduct process or other reasonable resolution as deemed appropriate by the Dean Student Affairs (DSA) or his/her designate.



## Lost and found procedure

- All the lost and found items must be handed over to the Security Department immediately. These items are to be deposited at Gate 4 for safe custody; at the City Campus, they must be deposited at the CCTV room.
- Non-valuable items like stationery etc. will be logged and stored in the housekeeping department.
- All valuable items will be logged in security rooms at both campuses by adding an entry in the lost and found register. They will be stored in safe lockers.
- All the lost items found will be given a number, description, location for where it was found and the person who found it. The housekeeping, security guard, or CCTV operator should sign in the register after receiving the lost items.



- At the time of delivering the items to the student or faculty/staff, the lost and found register must be signed by both parties.
- If in case the item needs to be sent by courier, it will be done by the Security department. The confirmation for the address has to be taken through fax/email. All efforts should be made to trace the owner.
- No one is allowed to take home lost and found items. At the time of handing over lost and found items, the CCTV camera must be in operation for recording purposes.

### **RFID procedure**

The procedure of the Radio Frequency Identification (RFID) at IBA Karachi is as following:

- Students are supposed to test their RFIDs by scanning the cards at both the RFID scanners at Gate 4.
- Turnstile scanner is for the students entering IBA by walk and RFID door scanner is for students entering IBA using their vehicles.
- After testing the card either the barrier will open (status of the card: active) or the machine will give a beep/no response (status of the card: inactive).
- Once the status is identified as inactive, the said student/faculty may submit the card at the Gate 4 security office. The security supervisor present in office will ask the student to fill a RFID form.
- After the submission of the RFID form, the security department of IBA will provide a temporary gate pass having validity of one month to the student.
- After receiving the inactive card, the Security department runs the card through the software for activation. In case the card isn't activated, or any error is generated the card is sent to the company for encryption.
- The company returns the activated card, or it is hereby confirmed that the card is damaged.
- Security department will generate a data having the list of new, lost and damaged cards. This list is then sent to the program office for further compliance.
- The cards of students/faculty, which are activated through the software or activated by the company, will be informed through a message (sent by IT) or an email. While the student is receiving the card, a copy of the receiving slip should be signed by them as proof. Once the cards are activated, students will be informed by an automated message and given their card.

### **Protecting student identity**

While students should be honest about themselves, they should not provide personal information to anyone that could be used against them, for example sharing their home address, telephone number, work telephone or email address.



### **Political endorsements**

When posting on behalf of a student organization, students should not endorse or support any political candidate.



## Personal and institutional security

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



### General safety tips

- Before embarking on any journey, ascertain the prevailing security situation from local TV news channels.
- Report any suspicious activity and remain vigilant at all times.
- Immediately inform the security staff and report any security breach/suspicious activity.
- Avoid crowded and congested places when security alerts have been issued through the media.
- Use tracker devices for car and self, if possible.
- Maintain regular situational awareness of crowded places.

### Campus guidelines (Do's and don'ts)

- Students should always carry with them a laminated copy of their National Identity Card.
- Students are advised to display their IBA ID card and take care of their personal belongings at all times. Lost ID cards can be replaced for Rs. 1,000 at the Department Program Office situated at the Fauji Foundation Building, Main Campus, IBA Karachi.
- Any student found lending their ID card to an outsider to get past security will be penalized with a fine of Rs. 5,000 and also subject to disciplinary action. Any student found tampering, changing photograph of identity card and/or preparing a forged identity card will be penalized with a fine of Rs 5,000 and also subject to disciplinary action. This is a violation of IBA's policy.
- Safety and security of personal belongings of students, including vehicles, is their own responsibility. IBA will not be responsible for any loss because of carelessness/irresponsible behavior.
- All lost items are to be immediately reported to the campus security office/hostel warden so that necessary action can be initiated to facilitate recovery/identification of culprits.
- It is mandatory for all IBA students to wear/display IBA identity card.
- IBA security staff on duty is authorized to ask any person entering IBA to prove/show their identity and wear the IBA identity card.
- Comply with the instructions for vehicle security. Obtain a valid vehicle pass and display sticker for entry into the IBA premises.
- Allow time for inspection of vehicles at IBA entry points. Unchecked/unauthorized entry of vehicles is a grave danger to security.
- Before leaving, lock your car. Bike riders should lock their bike and helmet with a wire lock. Park at your own risk.
- Carefully plan and execute security arrangements for events such as concerts. Avoid late night events.
- Filter terrorizing messages and confirm their validity before informing others.
- Don't leave your personal belongings such as bags, laptop, cell phone etc. unattended, even at the charging booths.



- Security staff must be informed well in advance of the arrival of guests/visitors, including providing vehicle registration numbers in cases where vehicles are required to enter IBA premises.
- Never bring any weapons including firearms, daggers/drugs/alcohol/explosive substance to campus/hostels. The Institute holds a zero-tolerance policy towards possession of firearms/weapons, explosives and flammable materials, drugs, alcohol etc. in the campuses and hostels.
- Visualize the emergency situations and prepare contingency plans. This must be done at both the organizational and personal level.
- Use of barrier pass on a vehicle with a different registration number is not allowed. Please obtain fresh barrier pass when vehicle is changed. Students found in possession of fake/duplicate barrier passes will be penalized according to IBA policy. Don't handover your vehicle sticker to anyone including any outsider. Sticker must be displayed on the front windscreen.
- In case of vehicle theft/loss, follow the procedure mentioned below:
  - Contact Citizens-Police Liaison Committee (CPLC) 24/7 call center helplines 021-35662222 and 021-35682222 or any other CPLC office for lodging complaint of snatched/stolen vehicle.
  - Provide at least basic information of the vehicle i.e. registration number, make, color and place of the incident.
    - Call police at 15 control to relay the message of snatched/stolen vehicle. The following are the contact details to reach CPLC: 021-35683333, 111-222 345;
    - e-mail: info@cplc.org.pk.
- In case of mobile theft/lost follow the procedure mentioned below:
  - Call police at 15 to report your missing handset and place a recovery request, even if you think they will not do anything.
  - Call PTA at their toll-free number 0800-25625 to make your phone inoperative.
  - Call CPLC at 021-5682222 to make your phone inoperative (for Karachi only).

### Parking on campus

All members of the Campus community (faculty, staff, students and visitors) are expected to follow IBA's parking and transportation policies.

These policies are enacted to increase campus safety and to preserve parking for IBA employees and students who are issued permits.

- A car sticker is mandatory for all students
  - Carpooling/ride sharing is a good practice. Vehicles with student drivers are allowed to enter through Gate 4. Passengers should be dropped off for entry through the side gate for entering the campus.
- Within the campuses, vehicle should not be accelerated beyond 15 to 20 km/h.
  - Vehicles with tinted film, curtains, blinds on front, back windscreen and side windows are not allowed to enter the campuses.
  - Factory fitted tinted glass vehicles may be allowed in by the security if the department is satisfied in terms of visibility inside the car.



- To ensure safety, helmets are mandatory to be worn while riding a two-wheeler and students driving cars must wear their seat belts.
  - To provide maximum space for self-driven vehicles, a chauffeur-driven vehicle with a sticker may on occasions be asked to park/wait outside the IBA Campus at the Maskan gate.
  - The person to whom the sticker is issued will undertake to park his/her vehicle in the assigned area namely the area earmarked for faculty, staff, students or two-wheelers as the case maybe.
  - Vehicle owners are to properly secure their vehicles with dual lock systems etc. It is better to have your vehicle insured. In case of loss or theft, IBA will not be responsible. Do not leave valuable items in your vehicles.
- Parking areas between Gates 1 to Gate 4, Adamjee and behind Fauji Foundation building are reserved for faculty and staff vehicles. Students are prohibited from parking their vehicles in the above-mentioned areas.
- Students can park their vehicles starting from the ring road till the parking behind Aman CED.
- The checking procedure from Maskan gate till parking of vehicle at Alumni Students' Center parking takes 20 minutes approximately. Students are therefore requested to keep that time cushion in their mind before leaving for IBA.
- Parking at the City Campus is limited so it is on a first-come, first-served basis. Aman Tower and JS Auditorium basement can also be used for car parking.

### Car sticker policy

- Car stickers are issued only to students, staff and faculty/board members of IBA who are maintaining cars either on their names or against the names of their close relations (i.e. wife, husband, daughter or son). Under normal circumstances not more than one sticker is issuable.
- Students will be issued one sticker only – one for their car and one for their bike.
- The validity of the car sticker will be for a maximum period of two years.
- Possession of IBA sticker does not excuse the holder from being asked by security/gate staff to prove his/her identity if required.
- IBA students are only allowed to use University of Karachi (Maskan gate) for entry and exit as per the University of Karachi policy.
- Students or their drivers found roaming around in the University of Karachi without any valid reason are liable for disciplinary action as per the policy of the Institute.
- Any violation of instructions/incidence of misuse of the privilege of possessing a car sticker may lead to cancelation of the sticker.



## Procedure for obtaining a vehicle sticker

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

- Apply online by visiting [www.tinyurl.com/ibastudent](http://www.tinyurl.com/ibastudent)
- Sticker will be ready within 2 working days
- Bring the following documents at the time of sticker collection:
  - Copy of CNIC
  - Copy of driving license
  - Copy of IBA Student card/current fee deposit slip
  - Copy of Registration Book
  - 2x photographs 1x1 in case of motor bike pass
  - Authority letter (in case if the vehicle is leased from a bank or leasing company)
- Stickers can be collected from:
  - Main Campus: Security office located on the ground floor room no.7, Fauji Foundation Building; UAN: 111-422-422, Ext: 2467
  - City Campus: Security office located near main entry gate; UAN: 111-422-422, Ext: 1468 and 1461.
  - Rs. 100/- will be charged for the fee voucher per sticker.
- As per the instructions issued by the University of Karachi officials and having limited parking space, students will be issued one sticker only.

## Guidelines for Social Media Engagement

The following Code of Conduct has been compiled to serve as a guideline for the students in their conduct on social media (individually or in a group) that may be related and/or linked to IBA Karachi.

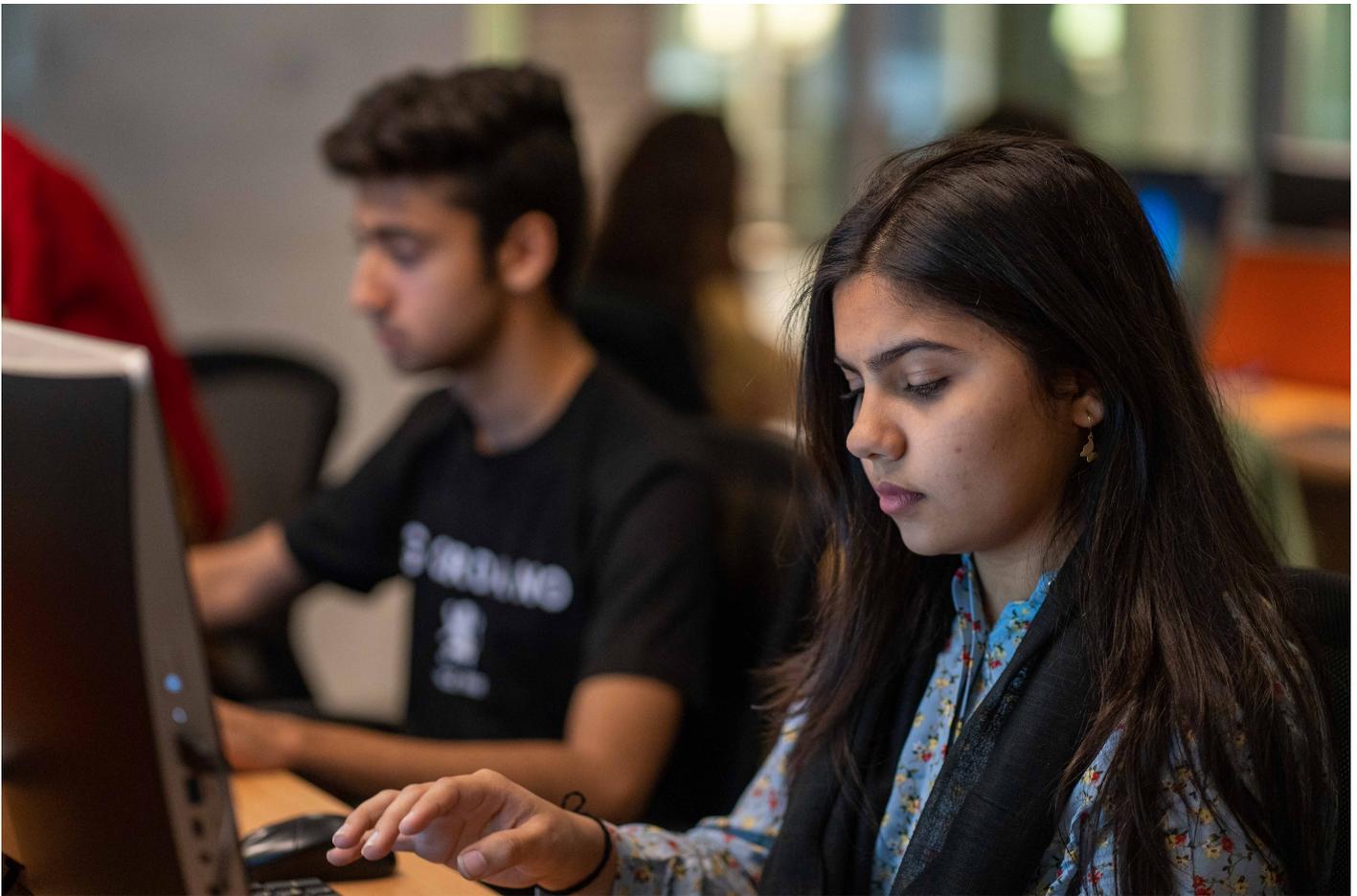
- Students should be honest about their identity. They must participate only under their own name and should take extra care in safeguarding their personal information.
- Students should be respectable and courteous while communicating or posting anything on social media.
- Students are expected to be cognizant of rules and regulations by relevant government bodies regarding posting on social media and especially understand as to what can be considered as an offence under the law.
- Opinions and debates related to political and social issues must be expressed in an individual capacity and not on behalf of IBA or any organizational unit within IBA (like department, office, club, or society, etc.).
- IBA will not accept any form of bullying, cyberbullying, or harassment by any student.
- Wherever such an action involves IBA, appropriate action will be taken by the administration. In cases where IBA is not involved, it will cooperate with the law enforcement agencies or government bodies as needed.
- Following are examples of such actions that can lead to action by IBA or by government bodies. The following list is indicative and not exhaustive but should help students understand the nature of offences:
  - Sending mean, threatening, or harassing messages to another individual through texts, e-mail, web pages or instant messaging.
  - Spreading misinformation, lies and rumors about an individual through internet or text messages.



- Posting comments/photos etc. and deliberately mocking an individual with the intent to harass or humiliate them.

In case if any misconduct is reported against any student, Dean Student Affairs (DSA) or delegated official by DSA will do the following:

- First investigate whether the misconduct is related to, or involves IBA in any way.
- Proceed further with investigation if it is related to IBA Karachi. In the course of such investigation, DSA or an official delegated by DSA will gather evidence from social media him or herself. Evidence submitted by the complainant may not be considered as final, and independent evidence will be gathered using the respective platform.
- May take no further action or may only offer counseling to the involved parties if the reported misconduct is not related to IBA.



# Reporting Misconduct

In cases of serious and major offence, the DSA may choose to forward the case to the DC, the accused will be contacted by the Secretary of DC for recording a statement and initiating the investigation. Such cases will be thoroughly investigated, contextual and evidential circumstances will guide the decision. After investigation the DC will decide penalty for the student (violation) after thorough and extensive case hearings of the reported cases.

The quorum of the sub-committee hearing will be at least 3 members including the Chairperson of the DC. All hearings of the DC shall be confidential and will comply with the requirements of privacy proceedings.

If the complainant in a case is a member of the DC, that member will not participate in the disciplinary proceedings. Moreover, if a member of the DC feels that his or her relationship with any individual or organization involved in the proceedings would affect his or her impartiality, such DC member will request the Chair of SCISC to be excused from the proceedings. The Chair will decide whether to entertain such a request or not, based on the nature of relationship with the accused.



## Reporting procedure for the violation of the Code of Conduct

- Complainant: Any member of the IBA community can be a complainant.
- Complaint Reporting Officer (CRO): A person appointed by the DSA.
- The Reporting Desk (RD) team to log the complaints.
- Complaint Portal Online.
- Minor misconducts: DSA can impose fine on first/second time violation.
- Major misconduct: DSA will forward repeated/major violations to the DC.

## Initiation of Disciplinary Proceedings

### Lodging complaint

- A complaint can be made of an alleged misconduct to the RD or via IBA Complaint Portal.
- All the minor misconducts will be handled by the DSA, only major and repeated minor misconducts will be reported to the DC through the DSA.
- The discretion of forwarding the case to the DC will lie with the DSA solely.

### Review of Complaint

The DSA will review each complaint to determine the course of action and will choose one of the following:

- Dismiss the complaint or resolve the issue through counselling.
- Impose penalty for minor misconduct.
- Initiate disciplinary proceedings for major misconduct by forwarding the complaint to the DC.

### Summons & written statement

- The secretary of SCISC will notify the accused, through committee secretary, of a specific day and time when the accused will have to appear before the committee.
- During the first hearing, the committee will inform the accused verbally of the reason for being summoned.
- Before the formal hearing, the accused will be required to submit a written statement to give his/her version.



## Case handling process

- The Secretary DC will send an email to the accused student to report at his or her office. In case of no response to the email, the secretary will make a follow up call.
- The accused student will report, and the Secretary DC will inform the accused student the reason of being summoned.
- The accused student will submit a written statement to the Secretary DC in which the accused will clarify his or her position.
- The Secretary DC will schedule a meeting for the formal hearing of the accused student with the Committee.
- The Secretary DC will secure all the evidence related to the case and present all the evidence to the DC on the day of the accused student's formal hearing.
- The committee will review documentary and circumstantial evidence. CCTV footage will only be reviewed in security monitoring room. No footage will ever be produced or shared through a portable device.
- If the accused fails to attend the meeting, the committee may decide without any input from the accused.
- Penalties will be deliberated upon, and a decision will be reached with individual voting.
- The Chair of the DC will decide the penalty for the student (violator).
- The Chair of DC will share the final decision with DSA, and relevant departments for the implementation of the decision.
- A copy of the decision letter along with minutes of the meeting, and statement of the student, and any other documents relevant to the case will be made a part of committee file, for record keeping. Documents related to the cases will also be made a part of the student's personal file.

## Failure to appear

In case a student fails to appear for the hearing and is unable to present a valid, verifiable justification, the committee can finalize its recommendation after reviewing the case in absentia.

## Confidentiality

All the proceedings of the DC are to remain confidential. Members of the DC shall abide by and comply with the terms and conditions of the Committee's Non-Disclosure Agreement, as amended from time to time.



## Meetings

The DC shall meet as and when necessary to consider reports and investigate matters relating to discipline of students and shall be the final authority to determine whether a violation of Code of Conduct/act of indiscipline has been proved or not. It shall then be up to the DSA to take action(s) in conformity with the regulations. The committee is to, however, meet at least once before the commencement of every semester and on completion of the semester. The conduct of the meetings will be guided by the following rules:

- At least three of the DC members, including the Chairperson, shall form a quorum for the transaction of business by the Committee.
- The DC Chair shall preside at all meetings of the DC and, in consultation with the other committee members, shall set the agenda of items to be addressed at each meeting.



- The DC Chair will ensure that the following documents are circulated at least three (3) days in advance of each meeting:
  - The agenda for the meeting.
  - Any other documentation related to the business to be conducted by the Committee.

### Decisions

- The DC deliberates and arrives at a decision by individual vote. To determine that a student has violated the IBA rule, a majority of the voting DC members present must conclude that the evidence presented constitutes a clear and persuasive case in support of the charges against the student.
- If the student is found to have misled the DC during the hearing, it may result in another investigation and case against the accused student.
- In matters that have significant precedence value, the DC Chairperson may seek more evidence before the decision is made.
- Decisions of the Committee shall be communicated in writing and via email to the accused through the DSA.

### Enforcement

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

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

### Suspension from IBA

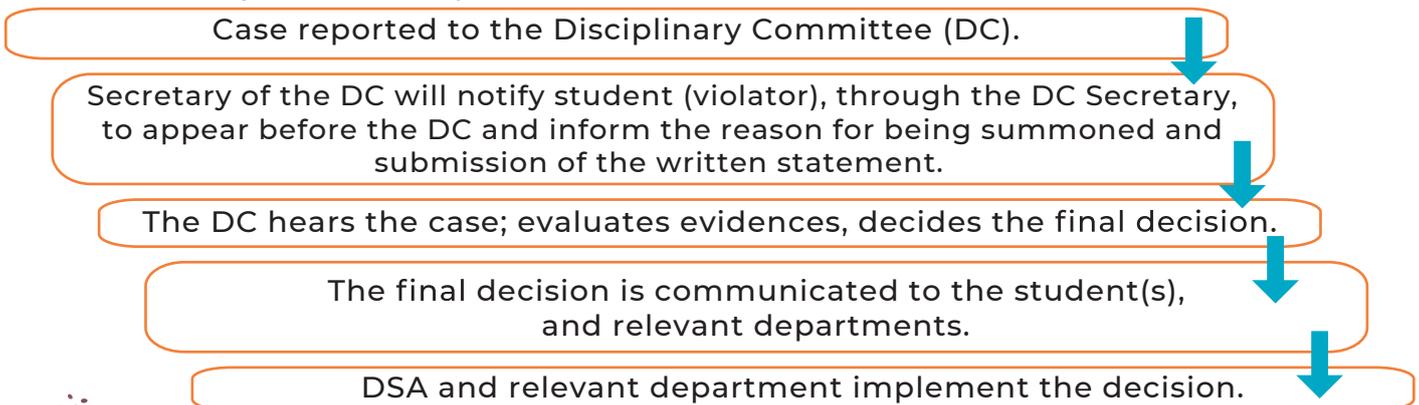
Suspension from IBA means the cancellation of enrolment of an enrolled student for a specified time which will entail suspension of all rights and privileges of that person as a student of the IBA. During the suspension period (as may be notified by IBA) including any extended period thereof, the suspended student is not permitted to re-enroll nor allowed to enter the Institute's grounds, or use the campus facilities.

### Expulsion from IBA

Expulsion from IBA, also known as dismissal from IBA is the permanent removal or banning of a student from the IBA due to persistent violation of the Institution's code of conduct and policies, or a single severe violation of the code of conduct or conduct inconsistent with the applicable laws; warranting expulsion of the student. Expulsion from IBA means that a student will not be allowed to continue classes, cannot enter IBA's campuses (Main and City), and will never be allowed to use IBA facilities ever again.

### Overall procedural steps

Procedural steps followed by the DC for the enforcement of the Code of Conduct:



# Appeal Procedure

Students disputing the Disciplinary Committee decision may file a written appeal with the Student Conduct and IBA Standards Committee (SCISC) through the Secretary SCISC, no later than 15 academic working days following notification of the DC's decision.



## Appellate body

The Chairman SCISC will be Chair for the appellate body. The composition of the Committee should be members of SCISC excluding members of the DC.

## Procedure

When the decision of the Appellate Committee is in the process to be taken, the decision of the DC should stand. Any other situations such as suspension and exam cases will be dealt by the Appellate Body to decide on a case-to-case basis.

**Step 1.** The appeal must state one of the following as grounds for the appeal:

- Procedural irregularities by the DC sufficient to affect the determination of the original hearing authority. The standard of review required is that:
  - Only a substantive deviation from the DC stated procedures which results in an unfair outcome provides a sufficient basis for an appeal.
  - The existence of harmless procedural irregularities which did not affect the decision made by the DC does not provide a basis for appeal.
- Insufficient evidence to support the decision of the DC. The standard of review required is that the original hearing authority's decision was clearly erroneous and cannot reasonably be supported by the evidence; necessitating 'deference' to be given to the original decision.
- Harshness of the penalty imposed by the DC sufficient to show an abuse of discretion. The standard of review required is failure to exercise reasonable judgment under the circumstances, necessitating deference to be given to the original decision.
- Emergence of new evidence that was not reasonably available for presentation to the DC which may reasonably be expected to affect the recommendation reached by the DC. The standard of review required is:
  - Appellant to demonstrate that evidence was not reasonably available at the time, and;
  - that the new evidence can be reasonably expected to affect the original body's decision; necessitating the case be remanded to the DC for recording new evidence and reconsideration of the decision.

**Step 2.** The Chairman DC will be provided a copy of the student's written appeal and be asked by the appellate body to provide the record/case file.

**Step 3.** The concerned parties shall be informed by the Secretary SCISC about the date, time, and place of hearing of the appeal and forward necessary materials to Appellate Committee members and the Appellant. The Appellant and any other party to the original grievance will participate and will be given a reasonable time to present relevant information. Attorneys are not allowed to attend the meeting on behalf of any parties involved.

**Step 4.** The appeal hearing is to be conducted on the information already available on record. No new evidence is to be brought during the appeal hearing. If there appears to be any need for new evidence to be submitted, the case may be remanded to the DC.



# Proceedings for Appeal

As a guide, the following outline procedure should be followed:

## Introductions

- Introduce those present and explain why they are there.
- Explain the nature and purpose of the hearing and ensure understanding.
- Explain how the hearing will be conducted, including the attendance of witnesses.
- Check receipt of all relevant papers.
- Any procedural points are clarified.

## Proceedings

- The student will introduce the appeal in the form of a short opening and summary statement of the whole case.
- The Chairperson DC will present the record and reasoning of the DC's decision.
- The Chair/Committee may ask questions of either party.
- The Chair/Committee may question the DC Chair regarding the procedure followed.
- The DC Chair shall summarize the case for the decision.
- The student shall summarize the case against the decision.
- Both parties will be asked to withdraw. If it is necessary to recall either party or any witnesses to resolve any points of uncertainty on the evidence given, both parties will be recalled and will be given opportunity to comment.
- The Chair/Committee may adjourn the appeal hearing before reaching a decision if further information is required.
- Once both parties have withdrawn, the Chair/Committee will come to a decision on the matter.
- Once the decision has been made, the parties will be released and either informed personally of the decision or informed that the decision will be communicated in writing in a letter to be sent within five working days of the appeal, or as soon as practicably possible thereafter. The decision of the appellate will be final and not challengeable in any court of law.



## Cafeteria services

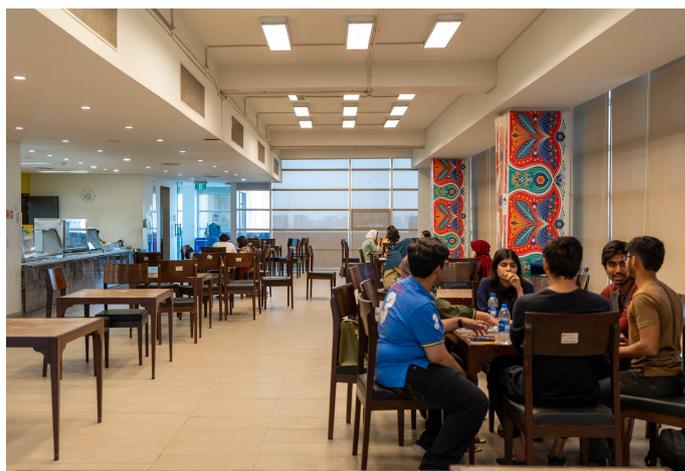
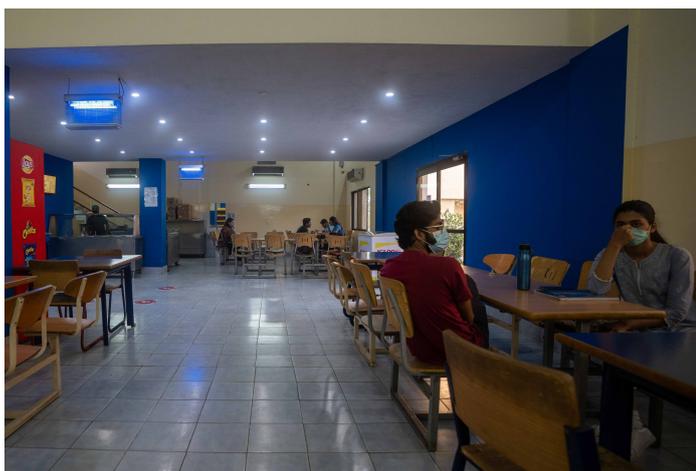
IBA offers spacious cafeterias on campus, where full meals, snacks and refreshments are available.

### Timings of cafeteria at Main Campus

Adamjee Cafeteria	8:00 am - 8:00 pm (Ext: 2462)
Student Center Cafeteria	8:30 am - 6:00 pm (Ext: 2401/2468)
Shade area beside OBS Courtyard	9:00 am – 6:00 pm

### Timings of cafeteria at City Campus

Aman Tower	8:30 am - 9:00 pm (Ext: 1013)
Pepsi Student Lounge	8:30 am - 8:30 pm (Ext: 1009)



## Evacuation and accidents - IBA Emergency Helpline

In case of an unforeseen event, please contact on the following IBA emergency helpline between 8:00 am to 10:00 pm on 0213 8103030. In case of an emergency (fire, etc.), the students should follow the evacuation procedure as given below:

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



## Medical and Emergency Services

In-house medical centre is available at the IBA Main Campus. It has doctors and trained paramedics available. Timings of the medical center are as follows:

### Weekdays

Dr. Nosheen Fahad

Time: 9:00 am to 8:00 pm

Cell: 0301 2604822

Clinic reception: 021-38104700 - 701

Ext: 2062/2072

In case of a serious medical emergency, patient should be taken to the nearest hospital. Contact numbers of the nearest hospitals are as following:

IBA Main Campus		
Hospital name	Distance from Campus	Address and contact number
Patel Hospital	4 km	ST 18, Block 4, Gulshan-e-Iqbal, Karachi, 021-111-174-174
DOW University Hospital (OJHA Campus)	7 km	Mission Road, Gulzar-e-Hajri, Scheme 33, Karachi, 021-38771111
Memon Medical Institute Hospital	8 km	Haider Buksh Gabool Road, Safoora Chowrangi, Gulzar-e-Hajri, Karachi, 021-34691147

IBA City Campus		
Hospital name	Distance from Campus	Address and contact number
OMI Hospital	32 meters	89/1, Depot lines, MA Jinnah Road, Saddar, Karachi, 021-32258075
SMBB Trauma Center	2 km	Civil Hospital, KMC work area, Karachi, 021-99215740
Sindh Emergency Rescue Services		1122



# Library

The IBA Library provides premium user-oriented services. Both campus libraries house diverse collections, provide state-of-the-art digital technologies to provide better access to information, offer educational programs and serve as primary academic support to the Institute. To maintain the sanctity of the library, patrons are expected to abide by the pre-set rules to help the library staff in creating an environment that is conducive to learning.



## Library conduct and general rules

These rules and policies have been designed to ensure a favorable learning environment and to provide equal opportunities for learning. Students are required to comply with the rules below to avoid any disciplinary action or penalties:

- The library is considered as a quiet place for reading and studying, therefore, students are advised to maintain the sanctity of the library by following the library protocols.
- Group study and/or discussions are allowed only in the designated collaborative spaces.
- Cell phones must be set on silent mode before entering the library and no call should be received/placed within the library premises.
- Library items must be treated with utmost care. No library item must be marked, underlined, mutilated, torn or damaged.
- No change to the pre-set order of library furniture and/or other fixtures is permitted.
- Use the library coffee shop to consume food and/or beverages as eatables (except water) are prohibited inside the library.
- The reading materials taken from the bookshelves of the library should be left on nearby tables/carts, whereas items taken from the library circulation counter should be returned back to the counter.
- Library staff reserves the right to inspect any material being taken in/from the library premises.
- Library privileges including membership may be denied to the stakeholders/visitors who violate/breach library rules and protocols or are otherwise guilty of misconduct.
- The library is not responsible for any loss or damages to your personal belongings.



## Borrowing rules

All IBA students currently enrolled in various undergraduate, graduate, and postgraduate programs have the right to access library services, facilities, and resources. Borrowing privileges may vary depending on the type of borrower and the nature of the library material being borrowed.

Borrowers' category	Number of books	Loan period
Undergraduate	4	14 days
Graduate	6	14 days
Postgraduate (PhD)	6	28 days
Postgraduate Diploma	2	14 days

- Any library material borrowed may be recalled, if required. Therefore, the loan period should not be considered as a legitimate right to retain the material till the due date.
- Books tagged as general stacks may be reissued (depending on the borrower's category and subsequent privileges), unless there is no request for hold or recall.
- Reference and reserved materials, journals, magazines, and newspapers can only be used within the library premises and cannot be borrowed.
- Students who do not return books on time will automatically lose the privilege of borrowing any more books from the library until all the borrowed items are returned or settled.
- Borrowing privileges may also be suspended for the students who have violated library rules.

## Library fines

Books or materials borrowed from the library must be returned on or before the due date and time, otherwise the following charges may apply:

- PKR. 10/- will be charged per day for each overdue item borrowed from the general stacks.
- Course reserves (borrowed for 3 hours), accumulate PKR. 50/- per hour as late return charges.
- Reference and temporarily material borrowed for overnight would be charged PKR. 50/- per hour, maximum to PKR. 5,000/- or the replacement cost of the item, whichever is higher.
- Replacement cost for the lost or damaged materials would be calculated as per the 'purchase cost' of an item by adding 50% of purchase cost as processing fee.
- Another **original** copy of the lost/damaged book/item may be accepted, provided it carries the same ISBN. 50% of the purchase cost would be charged as processing fee.
- Overdue fine will continue to accumulate on a daily/hourly basis on outstanding items until it is renewed, returned, or declared as lost either by the borrower or by the library.
- Any item being taken out of the library without being borrowed will be classified as 'item theft', and the violator will be charged PKR. 5,000/- (irreversible) as penalty.
- Students found violating or breaching library rules will be charged a disciplinary fine, as per the IBA Code of Conduct. The violation cases will also be sent to the 'Student Conduct and IBA Standards Committee'.



# Computing and ICT Services

The Information and Communication Technology department provides ICT services to the IBA Main and City Campuses, hostels, and staff town, serving a total of around 5,000 users on-and-off campus. The principal aim of the ICT department is to bring state-of-the-art technology to the IBA, provide essential services and promote automation.



## Lab availability

- Computer labs at the City Campus are operational from 8:30 am till 9:30 pm. from Monday to Friday, for computing and printing facilities.
- Students are prohibited from entering labs during a lecture, in order to keep the disturbances minimal.
- Printing facility is accessible on a first-come, first-served basis.
- Note that only 25 pages per semester can be printed by one student from the lab, other than that, should be done from the photocopier.
- In case of any loss of data, the staff available at the lab, would not be held responsible; to avoid losing data students are highly recommended to save their work on a regular basis.

## Login account policy

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

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

## Workstation usage policy

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

- Unauthorized access to computer material (basic hacking) including illicit copying of software held in any computer;
- Unauthorized access with the intent to commit or facilitate commission of further offences, including hacking and tampering of electronic data;
- Unauthorized modification of computer material, which includes:



- Intentional and unauthorized destruction of software or data;
- The circulation of 'infected' materials online;
- An unauthorized addition of a password to a data file or display of any information which enables others to gain unauthorized access to the computer.

## Internet Usage Policy

### Scope and application

This policy applies to all users of the IBA Karachi. It also applies to users connecting personally owned devices such as laptop computers, smartphones, and tablets to the Institute's network, and/or storing any Institute's data on such devices. A student can connect up to two concurrent devices on the wireless network.

### Acceptable internet usage

Students are provided with facilities and equipment to access the internet for legitimate work-related activity and educational purposes of research and seeking information.

Use of the internet by the IBA students is permitted and encouraged as long as it supports the goals and objectives of the organization.

However, the Institute has a policy for the use of internet whereby the users must ensure that they:

- Comply with the current legislation;
- Use the internet in an acceptable way;
- Do not create unnecessary business risk to the company by misusing the internet.



### Unacceptable behavior

In particular, the following is deemed unacceptable use or behavior by the students:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- Using the internet to send offensive or inappropriate material to other users;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
- Hacking into unauthorized areas;
- Publishing defamatory and/or knowingly false material about the IBA Karachi and your colleagues on social networking sites, blogs (online journals), wikis and any online publishing format;
- Revealing confidential information about the IBA Karachi in a personal online posting, upload or transmission;
- Introducing any form of malicious software into the corporate network.

### Monitoring

Use of the internet is an extremely valuable business, research and learning tool. However, misuse of such a facility can have a detrimental effect on other users and potentially the Institute's public profile. As a result, IBA ICT department monitors:

- The volume of internet and network traffic;
- The internet sites visited.



## Guidelines for students

- Use the web browsers for educational purposes of research and information gathering from various websites and databases;
- Keep the allocated personal username and password confidential, and not share it with anyone;
- Students should not try to access and change any other person's username, password, files, or data;
- Students can connect up to two concurrent devices on the wireless network;
- Responsibly access social websites for educational purposes only; always use appropriate language in all digital communications through emails, social websites, blogs, or messages;
- User would not deploy its own wireless routers/access points. In case of any additional requirement, the request would be made to the ICT department.

Reach out to the following IT help desk team members for your queries and (or) issues related to the PC, laptop, printer, and multimedia:

### Main Campus

Mr. Faraz Baig

Email: [helpdeskmain@iba.edu.pk](mailto:helpdeskmain@iba.edu.pk) and (or) [mbaig@iba.edu.pk](mailto:mbaig@iba.edu.pk)

Ext: 2101, 2120, 2114

### City Campus

Mr. Zeeshan Nasir

Email: [helpdeskcity@iba.edu.pk](mailto:helpdeskcity@iba.edu.pk) and (or) [znasir@iba.edu.pk](mailto:znasir@iba.edu.pk)

Ext: 1105, 1113



### Campus Management System

The IBA Karachi is using the Oracle ERP system to manage the entire students' academic activities at both the campuses. This system manages the overall processes of course offerings, course enrolments, class scheduling, attendance, grading, and much more. Students at the IBA Karachi get access to the self-service portal and can check their attendance, grades, enrolment, and other related matters through the online ERP system.

Contact information for the ERP team is given below:

Ms. Asma Haider

Email: [amshah@iba.edu.pk](mailto:amshah@iba.edu.pk)

Ext: 1109

### PeopleSoft Student Financials

Contact information for the PeopleSoft Student Financials team is given below:

Ms. Mehwish Khatri

Email: [mkhatri@iba.edu.pk](mailto:mkhatri@iba.edu.pk)

Ext: 1115



## Learning Management System (SAKAI-LMS)

Learning Management System (LMS) enables instructors and students to share knowledge, collaborate, and engage in a wide spectrum of technology-enabled learning experiences, supported by an intuitive, modern user interface. LMS has been designed to help instructors, researchers, and students to create course websites for collaboration. These course websites include the following prominent features:

- Uploading course outlines/syllabus
- Creating important announcements to notify students
- Creating and submitting assignments
- Conducting online tests and quizzes
- Resources folder to share course contents
- Turnitin integration to check assignment plagiarism etc.

Contact information for the LMS team is given below:

Mr. Azhar Hussain Larik  
Email: [ahlarik@iba.edu.pk](mailto:ahlarik@iba.edu.pk)  
Ext: 1112



## Useful online application systems for students

- **IBA Job Portal** is a one-stop solution for career development for students and alumni. The portal enables students/alumni to develop their career profiles, stay abreast of multiple career opportunities, and apply for jobs and internships at national and multinational companies. The profile can be created at <https://jobportal.iba.edu.pk/>
- **Students Facilitation System** being used by students to submit various types of requests (attendance discrepancy, makeup exam, recommendation letter, exchange program applications, etc.) using online forms. <https://webapps.iba.edu.pk/sfs/home/login>
- **Clinic Management System** facilitates the booking of an online appointment for counseling and other related matters. <https://webapps.iba.edu.pk/clinic/>
- **IBA events calendar** to register and view events and happenings at the Institute. [https://webapps.iba.edu.pk/com\\_event\\_cal/](https://webapps.iba.edu.pk/com_event_cal/)
- **TA/RA Management System** to upload working hours and get paid for them. <https://webapps.iba.edu.pk/tams/> and <https://webapps.iba.edu.pk/mstms/>
- **Online payment/donation application** enables students to pay or donate to IBA using their bank cards. <https://onlinepayment.iba.edu.pk/> and <https://donate.iba.edu.pk/>
- **Fee voucher application** to generate and print fee voucher from one's home using this online facility. [https://webapps.iba.edu.pk/fee\\_voucher/](https://webapps.iba.edu.pk/fee_voucher/)
- **Societies Election System** to register for various societies and vote for the preferred candidates.



- **TA Allocation System** to apply for TA-ship and get selected through a standard selection procedure. <https://webapps.iba.edu.pk/tas/>
- **Online degree/transcript system** to make an online request to issue student degrees and transcripts. <https://webapps.iba.edu.pk/tns/>
- **IBA mobile application** to get instant notifications and alerts about news and various events held at the IBA Karachi. The app is available for both Android and iOS users.
- **Alumni Management System** serves as a complete portal to register and manage the IBA alumni along with an online election module for the selection of alumni representative on the Board of Governors. <https://alumni.iba.edu.pk/>

Contact information for the web and mobile application team is given below:

Mr. Azhar Hussain  
Email: [ahlarik@iba.edu.pk](mailto:ahlarik@iba.edu.pk)  
Ext: 1112

Mr. M. Sharif Jamali  
Email: [mjamali@iba.edu.pk](mailto:mjamali@iba.edu.pk)  
Ext: 1114



## Video conferencing (VC)

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

In addition, mobile VC equipment is also available at both campuses which can be moved to any location for video conference.

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



### Main Campus

Mr. Zeeshan Khan  
Email: [zkhan@iba.edu.pk](mailto:zkhan@iba.edu.pk)  
Cell: 0333-3938864, Ext: 2104

### City Campus

Mr. Asif Ali  
Email: [asifali@iba.edu.pk](mailto:asifali@iba.edu.pk)  
Cell: 0321-8230364, Ext: 1119



## Career Development Center (CDC)

The Career Development Center (CDC) at the IBA Karachi is dedicated to facilitating students, graduating classes and alumni in several ways. It helps in self-evaluation and skills development, creating awareness about career opportunities, assisting in career development and job search, increasing the employability opportunities of IBA's graduating students, and developing strong linkages between employers and the IBA graduates. It also supports the IBA alumni in their career progression.



To know more about the Center and its offered services, please visit: <https://cdc.iba.edu.pk/>

Get in touch with the team at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk) and/or [teamcdc@iba.edu.pk](mailto:teamcdc@iba.edu.pk)

## IBA Hostels



The IBA Karachi provides hostel facility to its full-time, regular students from outside Karachi. Two hostels, one each for female and male students, are located within the premises of the University of Karachi, whereas the other girls hostel is situated at the City Campus. All hostels are secure spaces, guarded 24/7 by trained security professionals and through CCTV surveillance.



For more details regarding hostel rules and regulations, and accommodation, please visit: <https://www.iba.edu.pk/student-residences>.

## Transport Services

The IBA Karachi provides transport facility for students, faculty and staff.

For more details, please visit: <https://www.iba.edu.pk/transport.php>



## Fee and dues

### Procedure for payment of tuition fee & university dues

- Tuition fee will be announced around the commencement of the semester.
- Fee vouchers will be made available to students through the Campus Management System (CMS).
- Students are liable to make payments for the fee due, by the deadline as mentioned on the voucher and announced through notice.



- Payments can be made in one of the following modes:
  - Direct deposit through any Faysal/Meezan Bank Branch in Pakistan, using fee vouchers generated from ERP.
  - Online payment through the IBA website: <https://onlinepayment.iba.edu.pk/>
  - Payment through internet banking. For FAQs, please visit here: <https://www.iba.edu.pk/faqs-internet-banking.php>

**Note:** Your payments made through the above method will take 1-2 working days for bank confirmation.

If any student does not pay all their dues till the completion of the program, they will not be issued a provisional transcript, official transcript or degree, till the time they clear all their dues.



### Determination of student fee

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

### Calculation of fee

- The Institute will charge the fee per credit hours.
- Fee will be charged to all students as per the total credit hours opted in a semester.
- Other approved fee charges which are not based upon the credit hours will be added to the fee challan as applicable.

### Procedures regarding fee refund

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



## Fee Refund Cases

S.No.	Scenarios	Policy/Timeline
1	<b>Percentage of tuition fee</b>	
	Full (100%) fee refund	Full (100%) of the tuition fee will be refunded up to the seventh day the classes convene.
	Half (50%) fee refund	Half (50%) of the tuition fee will be refunded from the eighth to the 15th day the classes convene.
	No (0%) fee refund	No fee (0%) will be refunded from the 16th day the classes convene.
2	IBA cannot provide the academic study offered	100% of the tuition fee will be refunded.
3	Change of classes	When a student elects to change a class, there will generally be no change in the tuition fee and therefore additional tuition fee, refunds and administration charges do not normally apply.
4	Credit balance	In the case of overpayment of levied charges, students may request a refund for the balance.
5	IBA withdraws an offer of admission from a student	100% of the tuition fee will be refunded if the student does not meet the criteria of provisional admission. No tuition fee will be refunded if it is found that the student has provided incomplete or inaccurate information in support of their application for admission, any application for credit or recognition of prior learning or their enrollment.
6	IBA excludes the student due to poor academic performance	If the student does not meet the minimum GPA (2.2 criteria) 100% of the tuition fee will be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was excluded.
7	IBA suspends or expels the student due to academic misconduct	100% of the tuition fee will be refunded for any future semester paid in advance and not yet commenced, but no refund for the semester in which the student was suspended or expelled.



8	Semester gap	Tuition fee paid in advance will be adjusted for the upcoming semesters, if the student is allowed a semester gap by the IBA administration.
9	Extraordinary circumstances	100% of the student tuition fee will be refunded if the student suffers from extraordinary circumstances (i.e. death or accident which causes permanent disability).

### Exception

Under any circumstances admission fee will NOT be refunded and transferred.

### Exclusion

Cash, cheque and pay order will not be accepted from the students at the IBA Finance department.

### One-time charge

One-time charge such as admission fee and orientation course fee\* are also applicable in addition to tuition fee. These charges must be paid at the time of admission at the IBA Karachi.

**\*Orientation Course Fee will be applied to MBA Morning/Evening candidates only.**

### Important notes

Students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full (i.e. no enrollment in the next semester).

If a student is unable to pay balance of his/her dues till the completion of courses, the student will not be issued provisional transcript, original transcript and degree till the time all the dues have been cleared.

Contact Details		
Finance department	Financial aid office	Student societies
Muhammad Danish Manager Finance (Acting) IBA Main Campus Tel: 021-38104700-01 Ext: 2306	Financial Aid Staff IBA Main Campus Tel: 021- 38104700-01 Ext: 2310 & 1301	Arshad Hussain Senior Executive Finance IBA Main Campus Tel: 021-38104700-01 Ext: 1803

## Service Units

Several service units work tirelessly to enhance the overall experience of the students in terms of curricular, co-curricular, and extra-curricular activities. Contact details of the team members for each unit can be accessed at: <https://www.iba.edu.pk/service-units.php>



## Disclaimer

The IBA management reserves the right to use pictures of students taken during campus events for its various publications and social media. These pictures, however, will not be used for any commercial purpose.



IBAKHIPK



@ibakarachi



Institute of Business Administration



IBA Karachi



ibakarachi\_official

## Main Campus

University Enclave University Road, Karachi-75270

Phone: 92-21-38104700 | Fax: 92-21-99261508

## City Campus

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

Phone: 92-21-38104701 | Fax: 92-21-38103008

