

STUDENT HAND BOOK



2019-2020

Preface

An Institute, like any community, must have regulations and/or standards by which its members abide, and procedures by which its organization functions. This handbook, prepared by the Communications department, provides students with a helpful reference about the Institute. It includes an overview of the IBA system, a profile of IBA, a summary of students policies and benefits, and highlights of the resources, services and activities that are available. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the Code of Student Conduct contained within are intended to serve these purposes in the interest of all segments of the Institute. The IBA has a responsibility to maintain order within the community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Handbook.

If you have any questions about policies and procedures or have any suggestions you may write to the Head of Corporate Relations and Communications department, Mrs. Malahat Awan.

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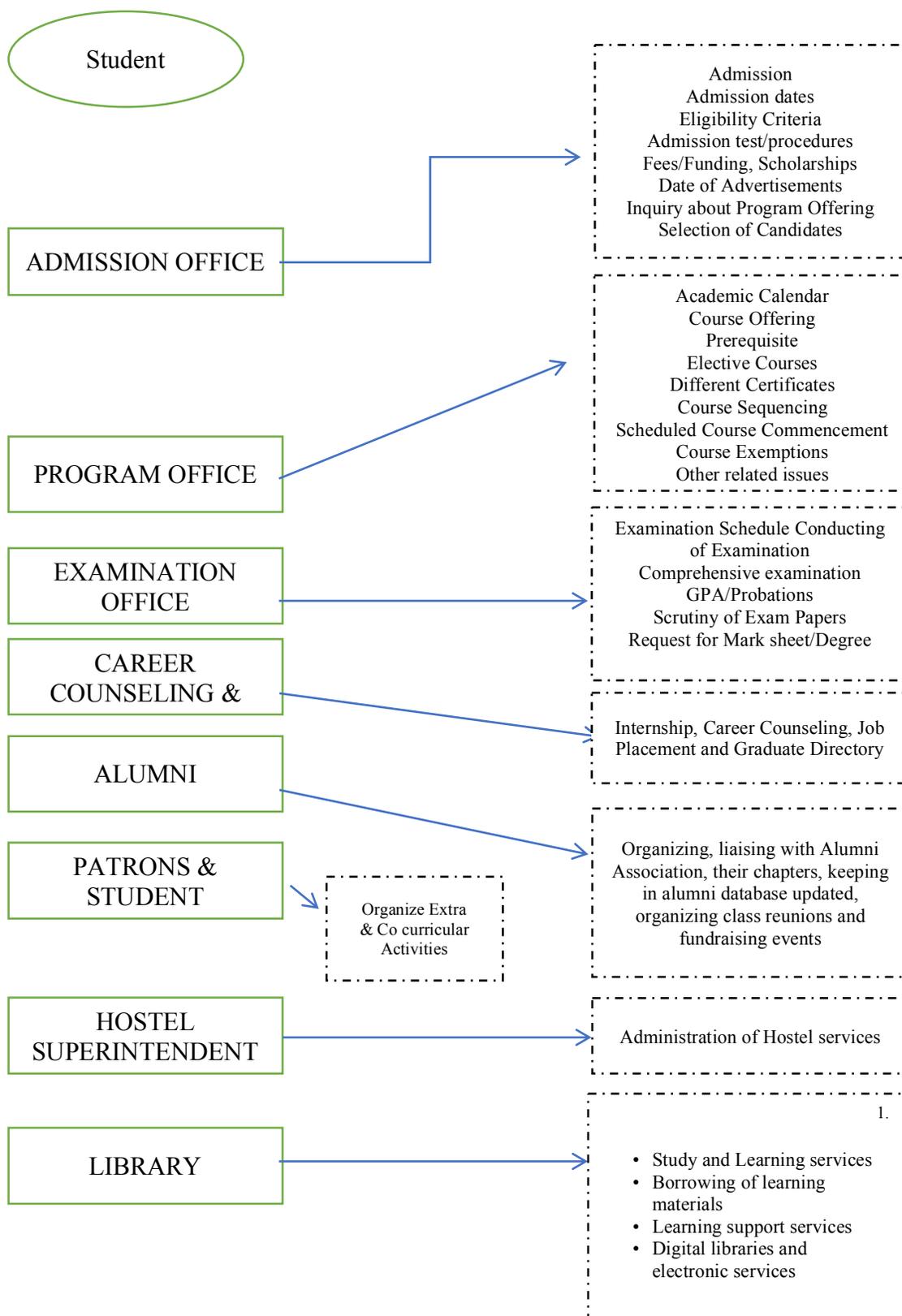
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Student Coordinator, Ovais Ahmed, can help with queries, via email at oahmed@iba.edu.pk or telephone at 021-3810-4700 Ext:2033.

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OUTLINE OF SERVICES



Introduction

About IBA

The Institute of Business Administration (IBA), Karachi has the distinction of being the oldest business school outside of North America offering an MBA degree. It was established in 1952 with assistance from the Wharton School of Economics, University of Pennsylvania, and the University of Southern California.

Since then, the IBA has served as Pakistan's premier business Institution, with a network of 13,000+ well-placed alumni in leading positions across the public and private sectors.

Recently, the IBA has evolved from being a core business institution, to offering multidisciplinary programs in the social sciences.

Mission

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

Our core values

Truth

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

Merit

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

Creativity

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

Discipline

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

Integrity

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

Tolerance

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

Humility

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

Teamwork

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

Commitments and expectations

IBA commits to provide the following for its students:

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

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

1. Complying with the Institute's published expectations and rules pertaining to academics and other matters.
2. Abiding by the IBA Code of Conduct and refraining from any dishonest acts, either during examinations, or while executing other responsibilities.

3. Displaying a courteous attitude towards staff, fellow students and visitors at the Institute.
4. Treating the Institute's property with respect.
5. Attending lectures on time and submitting work and assignments promptly.

Ingredients of professional training

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

Quality Enhancement Cell

Ensuring provision of quality education is a key objective of the IBA. The Institute has a comprehensive quality assurance system monitored by external audit. IBA aims to encourage and empower students to become independent learners. QEC aims to guide and facilitate students using the following tools:

- Compliance with HEC and other local and international accreditation bodies
- HEC feedback forms
- Faculty and course evaluation
- Plagiarism check
- Faculty course files
- Assurance of Learning for AACSB
- Facilitation in HEC online degree attestation
- Academic audits
- Capacity building sessions

The establishment of QEC at IBA is a vital step in ensuring the quality of teaching and learning. The QEC also liaises with local and international accreditation bodies.

The QEC is always open to suggestions and looks forward to improve IBA's standing at the national and international level.

If you encounter any academic issue during your time at IBA, and do not know whom to ask for help, please contact us.

QEC Help

Dr. Amber Gul Rashid, Director QEC

directorqec@iba.edu.pk Ext-2654

Academic Guidelines

Attendance

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

- i. Attendance is taken at the beginning of the class.
- ii. Late comers are marked 'absent'.
- iii. If a student accumulates more than the permissible absences (*Absences policy available in the Program Announcement 2019-20*), he/she is awarded an 'F' in that particular course.
- iv. Students found tampering with attendance records, in any way, will immediately be expelled from the Institute.

Withdrawal from a course

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

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

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

MBA Executive participants can withdraw from a course within one week after the announcement of the midterm exam results.

Withdrawals from courses can be requested by submission of the course withdrawal form to the respective program office within one week after announcement of midterm/second term examination results in a regular semester, or within one week after announcement of the midterm examination results in the summer semester. The prescribed withdrawal form can be obtained from the program office or downloaded from the IBA portal.

Semester freeze

1. Full-time students may apply for semester freeze by submitting a formal application to the program office. However, students on probation are not allowed a semester break. All courses are marked as withdrawn when a semester break is applicable.

2. Part-time students should also inform the program office if they intend to not study any course in a particular semester.
3. Applications for semester freeze must be submitted at least one week before commencement date of final exams.

Conditions for withdrawal from courses

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

Procedure for withdrawal from courses

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

1. The request for withdrawal has to be made after the announcement of midterm/ second term examination results.
2. The respective course instructor is required to approve the request for withdrawal.
3. The prescribed withdrawal form can be obtained from the program office or downloaded from the IBA portal.

Conduct in examination

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

1. Entering the examination hall
 - a. To maintain the integrity of the examination process, students are to carry a valid IBA ID.
 - b. To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of the examination; students will not be allowed to enter the examination room/hall 30 minutes after the exam starts.
 - c. Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses.
 - d. Students are expected to bring their own stationery. No borrowing from any other examinee is allowed.

- e. Cell phones, smart watches and other electronic gadgets are prohibited inside the examination room. If a student is found carrying a cellphone, his/her paper will be cancelled; the student may also be penalized Rs. 10,000, when caught the first time, and Rs. 20,000 if caught another time.
2. During an examination
 - a. Students are allowed to leave the examination hall 30 minutes after the exam has started.
 - b. Any kind of communication between the students is a violation of examination rules, and will be treated as an offence under the 'Use of unfair means'.
 3. At the end of the examination
 - a. Once the exam time has ended, the examiner will announce "all pens down" after which no student should be holding a pen in their hands.
 - b. Students must fill in the relevant details on the front cover of the answer booklet, and tie any extra sheets used to the examination answer booklet.

Plagiarism/cheating

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

Some examples of plagiarism are:

1. 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.
2. 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 IBA, they will be asked to fill evaluation questionnaires in order to assist the Institute in its course monitoring and planning. For further improvement, students will be able to access the Online Course Appraisal System through the IBA portal. The data from faculty evaluations is used by the Associate Dean and Chairpersons.

Faculty evaluation occurs once in a semester, after the second term exams.

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

Mentor scheme

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

Class representatives

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

Instructional spaces

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

Lecture timings

Full-time students

Lectures are held from Monday to Saturday; morning lectures commence at 8:30 am. Lectures have a 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 is also updated on the 'IBA all classes group' on Facebook.

EMBA and part-time students

Lectures for EMBA 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 the middle of the lectures.

Recommendation letter

IBA 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.

Graduate Students Main Campus

Rais Ahmed Khan
Manager Examinations, Main Campus
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Undergraduate Students Main Campus

Khalil-ur-Rehman
Manager Examinations, Main Campus
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Code of Conduct: Rules and Regulations

General

IBA has a rich history of maintaining a disciplined environment at the campus. The rules promote shared standards of considerate and ethical behavior both on- and- off campus. The tenets of the IBA Code of Conduct apply to all students and faculty alike. The code of conduct provides a framework for strengthening discipline by identifying expectations, specifying the violations/acts of misdemeanor and the nature of ensuing penalties. Subject to the rules and regulations of IBA, the faculty members/teachers will be responsible for maintenance of discipline among students in their respective classes.

Smoking

1. To benefit the health and security of the IBA community, it is our endeavor to convert the Institute's premises into a 'No Smoking Area'.
2. Also, the smoking of sheesha or other similar contraptions is strictly prohibited on campus at all times.
3. Unlawful possession, use, purchase, or distribution of alcohol or drugs at IBA is prohibited.
4. Non-compliance of smoking policy will result in fines and disciplinary action as applicable for violation of rules.
5. Students are advised not to smoke in the vicinity of Karachi University as the above mentioned laws are applicable there. Any violation may result in strict disciplinary action in the form of heavy fines.



Fire safety

Smoking is prohibited at IBA. No such actions are allowed by the students which can cause fire within the premises of IBA. Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building.

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

Safety and security

1. Students should always carry with them a laminated copy of their National Identity Card.
2. 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 (Fauji Foundation building).
3. Any student found lending his ID card to an outsider to get past security will be penalized with a fine of Rs. 5,000 or subjected to disciplinary action. This is a violation of IBA's policy.
4. Safety and security of personal belongings of students is their personal responsibility; IBA will not be responsible for any loss of these items because of carelessness/irresponsible behavior.
5. All lost items are to be immediately reported to the concerned Admin Manager/Hostel Manager, so that necessary action can be initiated to facilitate recovery/identification of culprits.

Lost and found procedure

6. 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.
7. Non-valuable items like stationery etc. will be logged and stored in the housekeeping department.
8. 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.
9. 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.

10. At the time of delivering the items to the student or faculty/staff, the lost and found register must be signed by both parties.
11. 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.
12. 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.

False representation

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

Unauthorized entry or access

Unauthorized entry into, or presence within IBA'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 a student to fines and other sanctions.

Unauthorized use of IBA's facilities or services

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

Theft and vandalism

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

Retaliation

IBA will not tolerate retaliation. Retaliation can take many forms, including continued abuse, violence, threats and intimidation. Retaliation should be reported promptly to the Executive Director of IBA and may result in disciplinary action, independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

Weapons and fireworks

No student may possess or use a firearm on IBA's property and its environs. Firearms, including rifles, shotguns, handguns, air guns, 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, that could be viewed as weapons are forbidden.

Ragging

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

Ragging constitutes of the following acts:

1. Words spoken or written which have the effect of teasing, or treating/handling with rudeness, a freshman or any other student;
2. Indulging in rowdy or undisciplined activities by any student(s) which can cause annoyance, hardship, physical or psychological harm;
3. Coercing a student to indulge in an act he/she normally wouldn't do;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student;
5. Exploiting the services of any student for completing academic tasks assigned to an individual or group of students;
6. Any act of financial extortion or forceful expenditure put on a student by other students;
7. Any act that affects the mental health and self-confidence of a student;
8. Any attempt to take advantage of a freshman, or an attempt to ridicule a freshman in front of others.

Public display of affection

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

Harassment

Harassment is an offensive behavior aimed to intimidate/injure another person(s). An anti-committee has been formed to deal with all such cases. The committee consists of a chairperson and two other members

1. Dr. Huma Naz Baqai (Chairperson)
2. Dr. Shakeel Ahmed Khoja (Member)
3. Mr. Leon Menezes (Member)

Further, following members of the IBA are designated as anti-harassment officers:

1. Mr. Mashooque Ali Bhatti
2. Dr. Gulnaz Anjum

Dress code

A dress code includes unwritten rules of cleanliness, grooming, good taste and appropriateness; when in doubt, opt for a conservative approach.

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

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

Protecting student identity

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

Political endorsements

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

Social Media Guidelines

The following code of conduct has been compiled to serve as a guideline for students participating in social networking as an individual, or as a group:

1. 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.
2. Students should be respectable and courteous while communicating or posting anything on social media.
3. Political opinions and debates must be expressed in an individual capacity and not on behalf of the institute.
4. While acting in an individual capacity rather than on behalf of the IBA, a student must state that they are personal opinions and state it clearly in content introductions or online profiles.
5. The Institute will not accept any form of bullying or harassment by any student – this also includes cyberbullying. Strict disciplinary action will be taken by the administration if a student is involved in misconduct, which is categorized as (but not limited to) as follows:
 - Sending mean, threatening or harassing messages to another individual through texts, e-mail, web pages or instant messaging.
 - Spreading 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.
6. The Institute is not responsible for any content posted from a student's personal account.

Personal/External sites

The following code should be followed:

1. Students are not allowed to use the IBA logo or the Institutes' photographs on a personal or an external site.
2. Students are also not allowed to post photos from course materials and campus-based presentations on different sites, without the Institute's consent.
3. Students are not allowed to post any copyrighted material.

Extracurricular activities

Students are advised to conduct all sports and other extracurricular activities within the premises of the Alumni Students' Center and its adjoining sports fields. Musical activities should be confined within the Alumni Center and that too at low volume so that students studying in the adjoining Commerce Department, KU are not disturbed.

Discipline Committee

The Discipline Committee (DC) investigates violations of the IBA Code of Conduct and recommends penalties for the same.

Members of the DC are appointed by the Executive Director (ED). The following are typical members: General Manager, Administration; Head of Human Resources; student counsellor; and designated faculty.

Members of the DC normally serve for three years. Terms may be adjusted at the discretion of the Executive Director.

Committee members are expected to maintain full confidentiality of matters discussed. At least three members must be present for the meeting quorum to be achieved.

The DC may recommend the following penalties to the ED after carrying out a thorough investigation:

Minor misconduct

1. Issuance of a warning letter.
2. Monetary fine up to Rs. 10,000
3. Letter of apology to be solicited from the student/parents.
4. Meeting between parents and DC.
5. Suspension from classes for a week.
6. Removal from elected or appointed positions in student societies.

Major misconduct

1. Assignment of failing grade (F) in course.
2. Suspension for one or more semesters.
3. Expulsion from the Institute.

The final decision on the penalty to be awarded rests with the ED. Students who wish to dispute the ED's decision must file a written appeal to the Board of Governors within two weeks. This appeal may then be heard by an Appellate Committee appointed by the Chairman of the Board

Life at IBA

The two campuses are spread over 28 acres. These compare in size and splendor to any campus of a world-class institution of higher learning. The facilities are immaculately maintained in line with the Institute's tradition of excellence in all facets of its activities.

The IBA Main Campus is a large complex of buildings spread around lush green sprawling lawns, which serves as a backdrop to an extremely conducive environment for academic pursuit. It houses the program offices, faculty offices, a library, an auditorium, 4 computer labs, 1 hardware lab, 8 seminar rooms, 1 video conferencing room and 24 classrooms.

The City Campus is in the heart of the business district of the city. Apart from housing 18 classrooms, 2 lecture theaters, a library, an auditorium, conference rooms, 7 seminar rooms, 410 computer labs, and 1 video conferencing room. The City Campus is also home to the Evening Program, which is attended mainly by professional managers. The classrooms at both the campuses are large and airy and are fully-equipped with modern audiovisual facilities, to enhance the learning experience and make it more interactive. All facilities at both campuses are accessible to the students, faculty and course participants.

Library

The IBA library offers students not only study materials but also a variety of learning and study spaces to augment their lifelong learnings. Students are expected to abide by library rules to help the library staff in creating an enabling environment which is propitious for learning.

Library conduct and general rules

The rules and policies have been framed to ensure a conducive learning environment, and to safeguard the rights of others for the provision of equal learning opportunities. Students are required to observe the rules appended below to avoid any disciplinary action or penalties.

- a. Leave personal belongings at the designated place by stowing them into bins.
- b. The library is a quiet study space, students are required to keep the noise level to a minimum so that others do not get disturbed.
- c. Group study and/or discussions are allowed only in collaborative zones.
- d. Phone calls shall not be received or placed within the library premises. Students must ensure that their cell phones are on silent mode before entering the library.
- e. Library materials must be used with care. Materials must not be marked, underlined, torn or damaged.
- f. Do not change the order of library furniture or other fixtures.
- g. Avoid bringing food items in the library as eatables are not allowed inside. Students may use the library coffee shop for food consumption.
- h. Reading materials must be left on the tables after students are done reading.
- i. Students are responsible for their personal belongings. In case of loss or damage, the library will not be held responsible.
- j. Library staff reserves the right to inspect any materials being taken out of the library premises.
- k. Library privileges may be denied to students who violate/breach library rules and norms, or are otherwise guilty of misbehavior.
- l. Library membership will be canceled/suspended for students that are found violating library rules.
- m. A list of suspended library users will be displayed on library notice board. These users will not be allowed to enter the library during the suspension period.
- n. Observe the IBA ICT code of conduct and rules while using computer terminals placed in the library.

Borrowing rules

All IBA students currently enrolled in different academic programs at undergraduate, graduate, and postgraduate levels are entitled to get access to library services, facilities and resources. The borrowing privileges may vary depending upon the borrowers' category and the nature of library materials:

Borrowers' category	No. of books	Loan period
PGD	2	14 Days
Undergraduate BBA, BSCS, BS	4	14 Days
Graduate MBA, EMBA, MSCS, MSJ, MSIBF	4	14 Days
Postgraduate MS, PhD	6	28 Days

- i. Any library material borrowed can be recalled, if required. Hence, the loan period should not be considered a legitimate right to keep the material till the due date.
- ii. The books tagged as general and textbook collection may be reissued three times for an interval of 14 days each, provided there is no reservation, hold, or recall request.
- iii. Reference and reserved materials, journals, magazines, and newspapers can only be used within the library premises and cannot be borrowed.
- iv. Students who do not return library books on time will automatically lose the privileges to borrow any more books from the library until they return all the borrowed items.
- v. Borrowing privileges may also be suspended for the students who are constantly irregular in returning books or have violated library rules.

Library fines and fees

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

1. General/textbook collection (14 days allowed borrowing period) – Rs. 10 per day per volume, can increase to a maximum of the replacement cost of an item or Rs. 5,000 whichever is higher, as late return charges.
2. Course reserves may be borrowed for 3 hours, with late return charges of Rs. 50 per hour.
3. Reserve, reference, temporarily borrowed material for overnight – Rs. 10 per library hour, maximum to Rs. 5,000 or replacement cost, whichever is higher.
4. Replacement cost for the lost or damaged materials would be calculated as per the ‘current list price’ of an item by adding 50% of ‘current list price’ as processing fee.
5. ‘Current list price’ is determined as: list price of an item listed at publisher’s website or supplied by the local vendors excluding discounts, if any. Library conversion rates issued by the National Library of Pakistan (Ministry of Education) would be applicable for the currencies other than Pakistani Rupees.
6. Another copy of the lost/damaged book/item may be accepted, considering it is original with the same ISBN or later edition and 50% of the current list price is paid as processing fee.
7. Fine will continue to accumulate on a daily or hourly basis on all overdue items until the item is renewed, returned, reaches to maximum fine, or are declared as lost either by the borrower or by the library.
8. Rs. 5,000 in addition to the ‘current list price’ would be charged in case of reported theft or stealing library materials; library also reserves the right to report the incident to the institute-wide disciplinary committee.
9. Students found violating or breaching library rules will be charged a disciplinary fine, ranging from Rs. 500 to Rs. 2,000 as determined and assessed by the staff on duty depending upon the type and nature of the offence/violation.

Computing & 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 3,000 users on- and -off campus. The principal aim of the ICT department is to bring state-of-the-art technology at the IBA, provide essential services and promote automation.

Lab availability

1. Computer labs at the City Campus are operational from 08:30 am till 09:30 pm from Monday to Friday, for computing and printing facilities.
2. Students are prohibited from entering labs during a lecture, in order to keep the disturbances minimal.
3. Printing facility is accessible on a first-come, first-served basis.
4. Note that only 25 pages per semester can be printed by one student from the lab, other than that, should be done from the photocopier.
5. In case of any loss of data, staff will not be held responsible. To avoid losing data,
6. students are highly recommended to save their work on a regular basis.

Login account policy

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

1. No one is allowed to log in using someone else's user ID and password.
2. To protect your own self from unscrupulous users, make it a habit to log out at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account.
3. If 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 are protected.
4. At the time of registration, a separate user ID and password is assigned to all students to access the IBA Wi-Fi.

Workstation usage policy

Students are expected to use all ICT services available to them at IBA, in an ethical and responsible manner. Failure to do so will make them

liable to action, in accordance, with the provisions of the Prevention of Electronic Crimes Ordinance. Three categories of criminal offences cover the following conduct:

- Unauthorized access to computer material (basic hacking) including illicit copying of software held in any computer.
- Unauthorized access with 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 any information which enables others to gain unauthorized access to computer.

Internet Usage Policy

Scope and application

This policy applies to all users of IBA Karachi. It also applies to users connecting personally owned devices such as laptop computers, smartphones and tablets to the University network, and/or storing any University data on such devices.

Acceptable internet policy

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

Use of the internet by students of IBA Karachi is permitted and encouraged where such use supports the goals and objectives of the organization.

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

1. comply with current legislation
2. use the internet in an acceptable way
3. 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:

1. Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
2. Using the internet to send offensive or inappropriate material to other users;
3. 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;
4. Hacking into unauthorized areas;
5. Publishing defamatory and/or knowingly false material about IBA Karachi, your colleagues on social networking sites, blogs (online journals), wikis and any online publishing format;
6. Revealing confidential information about IBA Karachi in a personal online posting, upload or transmission;
7. 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 institution's public profile. As a result, IBA ICT monitors:

1. The volume of internet and network traffic;
2. The internet sites visited.

Guidelines for students

3. Use the web browsers for educational purposes of research and information gathering from various websites and databases;
4. Keep the allocated personal username and password confidential, and not share it with anyone;
5. Students should not try to access and change any other person's username, password, files or data;
6. Students can connect up to two concurrent devices on the wireless network;
7. Responsibly access social websites for educational purposes only;
Always use appropriate language in all digital communications through emails, social websites, blogs or messages;

8. User would not deploy its own wireless routers/access points. In case of any additional requirement, request would be made to ICT department.

IBA Career Development Center (CDC)

The IBA Career Development Center (CDC) has been facilitating the students and alumni in their career development and job search for over a decade now.

The center offers a wide range of services to its various stakeholders and assists IBA students and graduating apprentices in identifying internships, apprenticeships and job opportunities available within and outside Pakistan. The center's main focus lies in building long-term relationships with corporate, social and public sector organizations within Pakistan, and also with international employers too. The following student development services are offered by the center:

On-campus recruitment drives

The CDC hosts multiple on-campus recruitment activities throughout the year where different employers visit the Institute to conduct company orientation sessions, interviews, online and written assessments, and other related activities. Generally, the on-campus recruitment activities are scheduled from January to May every year which compositely target the passing out batches of fall and spring semesters.

Corporate Connect Session Series

A variety of sessions, workshops, panel discussions are organized for students through a special segment titled the *Corporate Connect Series*. These are guest speaker sessions on career and academic themes with an aim to connect students with the corporate sector. The themes are identified in collaboration with the faculty. These sessions help students in understanding the practical aspects of their thematic areas of studies and consequently, align themselves to prepare for the job market.

Career Counselling Clinics

Career Counselling Clinics are one-on-one career advisory sessions for students to discuss their career related matters with industry experts. In a personalized setting, students get to know about multiple career opportunities that match their unique interests and skills and get help in formulating personalized plans to achieve their career and professional goals.

Mock interviews

Mock interviews, a segment of Career Counselling Clinics, are conversational exercises resembling real interviews to prepare students for their actual job interviews by helping them improve their interview skills. Mock interviews are generally organized during the spring semester to supplement our recruitment efforts for the students.

Career excursions

Career excursion trips let the visiting students learn about the culture and diversity of the company, explore internship and job opportunities, provides an opportunity to meet their employees and tour the facility.

Facebook community group

The CDC maintains a dedicated Facebook group as a vibrant communication tool to keep the IBA students and graduates updated about important announcements related to career development, internships and job opportunities. Join this exciting social community of over 6,000 members by sending us your friend request at <https://www.facebook.com/groups/ibacdc/>

IBA Job Portal

The IBA Job Portal is the most effective tool to connect students and alumni with prospective employers. It serves as an online repository of the graduate profiles, and helps students to create their profiles, and find jobs and internships. The graduate and student profiles are visible to prospective employers. Apart from all these, the *Career Resource* section features lots of articles and useful materials to help students in performing well in their academic and professional lives. To explore what the job portal has to offer, log on the following link using the ERP credentials: <https://jobportal.iba.edu.pk/>.

Graduate directory

The CDC publishes graduate directories for employers every year on the IBA Job Portal, which serve as a depository of information for recruitment of potential employees for the partnered organizations.

Career fair

This annual event offers potential IBA employers to brand and market their corporate image to the emerging leaders. This fair is an ideal opportunity for prospective employers to interact with our students. More than 80-90 companies are hosted each year maximizing student and employer exposure.

Experiential Learning Projects (ELP)

The ELP program is a mandatory 4-month program which involves final semester BBA and BS-Accounting and Finance students, working in the

form of groups, to conduct primary and field research, analyze the issue that warrants investigation and propose effective solutions for partner organizations. The aim of this program is not only the acquisition of industry knowledge but also in introducing IBA students to the prospective organizations. Visit <https://elp.iba.edu.pk/> for more information.

Mentoring Matters

Mentoring Matters is a comprehensive coaching program that offers senior students an opportunity to link with the prominent alumni, along with industry experts for helping them out in their personal and professional development.

Responsible Citizen Initiative (RCI)/Social Internship program

Responsible Citizen Initiative commonly known as Social Internships, are six weeks' social work required for all students enrolled in the undergraduate programs. Students need to work in a social sector organization, NGO, community-based organization or any charitable institute in Pakistan ideally during their summers or during the course of their study.

Corporate internships

Corporate internship is a mandatory requirement for students of all undergraduate programs and MBA program (only for students with a non-BBA background) at the IBA. These internships are required to be carried out right after the junior year for undergraduate students and after completion of first year by the MBA students.

Online application system for submitting internship documents

The IBA students are required to submit their documents at the CDC office after completing their internship period. An online application has been in place which enables one to submit all their required internship documents which include an internship report, certificate/letter of internship completion and an evaluation form to be filled by the supervisor on the prescribed format. The application is synchronized with the student's ERP making it a convenient solution for documentation and archiving of internship records.

Alumni Students' Center

The Alumni Students' Center offers the following facilities:

- a) Event hall for educational and social purposes
- b) Resource center for the society's work purposes
- c) Amphitheater for social, cultural and educational stage programs
- d) Society offices to facilitate societies in completing their given tasks such as interviews, meetings etc.
- e) Students lounge
- f) Separate gyms for boys and girls
- g) Indoor snooker, carom, chess and ludo game facility
- h) Indoor table tennis facility and a badminton court
- i) Outdoor cricket ground and football ground with flood lights
for both day and night matches
- j) Outdoor futsal court, netball court, throwball, volleyball, and basketball court with flood lights for both day and night matches

Apart from the indoor social and academic events facilities, the Alumni Students' Center and Sports Department provides a wide range of indoor and outdoor sports facilities and professional coaching for development of health, fitness and skills to perform at zonal, national and international platforms.

Professional coaches have evening sessions with IBA sports teams to improve their skills and enhance performance.

The sports facility offered at the center promotes potential players by giving them chances to play at the national and international level.

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 - 8:30 pm

Aman CED cafeteria: 8:30 am - 5:00 pm

Student Centre cafeteria: 8:30 am - 5:00 pm

Timings of cafeteria at City Campus

Aman Tower: 8:30 am - 5:00 pm

Pepsi Student Lounge: 8:30 am - 8:30 pm

Video conferencing

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

In addition, Mobile VC Equipment is also available on both campuses which are moved to any location for video conference.

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

Zeeshan Khan (Main Campus)
Email: zkhan@iba.edu.pk
Cell: 0333-3938864, Ext:2104

Asif Ali (City Campus)
Email: asifali@iba.edu.pk
Cell: 0333-2458562, Ext:1119

Transport Services

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

Transport personnel are available on extensions 2047 for Main Campus and 1003 for City Campus.

(Annexure - A)
Students bus point routes for IBA main campus
(Fall Semester, 2019)

Point - A (IBA Hino Bus) Registration No.EB-2245 Time:6:45 a.m. - 8:15 a.m.	Point - B (IBA Bus) (Registration. No.GA-6867) Time:6:45 a.m. - 8:15 a.m.	Point - C (IBA Coaster) (Registration No.GA-6869) Time:6:45 a.m. - 8:15 a.m.	Point - D (IBA Coaster) Registration No. JB-0036 Time:6:45 a.m-8:15 a.m.
1:00 - 2:50 p.m. 4:00 - 6:15 p.m. 5:30 - 6:30 p.m. (Naseer Ahmed, Driver Cell No.0300-2149520)	1:00 - 2:50 p.m. 4:00 - 6:15 p.m. 5:30 - 6:30 p.m. (Taj Nabi, Driver Cell No. 0345-3298550)	1:00 - 2:50 p.m. 4:00 - 6:15 p.m. 5:30 - 6:30 p.m. (M. Jamil, Driver Cell No.(0343-2356189)	1:00 - 2:50 p.m. 5:30 - 6:30 p.m. (Pervaiz, Driver) (Cell No.0341-2638249)
IBA City Campus, Saddar	City Campus, Saddar	City Campus, Saddar	IBA City Campus/Numaish
Metropole, Clifton Bridge	Metro Pole, Clifton Bridge	Mehran Hotel	PECHS/Khalid Bin Walid Road
Schon Circle/Boat Basin	3 Talwar, 2 Talwar	Cantt. Station, Gizri	Medicare Hospital
Abdullah Shah Gazi	License Branch Clifton	Gora Kabrustan, Nursery	Better Homes, Liberty
Defence/Ideal Baker	Abdullah Shah Ghazi	Awami Markaz, Karsaz	Kashmir Road, Jail Road
Saudi Embassy, Sultan Masjid	Sea View, DHA Phase-VIII	Dal Mian Road	LNH, Dohrajee
Defence Phase IV, II	Kala Pul, Gora Kabrustan,	Askari Petrol Pump	Aga Khan University
Hino Chowrangi	FTC Building	Johar More	National Stadium
	Nursery, Karsaz, Dalmiyan		Hassan Square
Baloch Colony Fly Over	Askari Petrol Pump, NIPA	Johar Chowrangi	Sir Syed University
Shahra-e-Feisal	Safari Park	Safari Park	NIPA, Safari Park
Askari Petrol Pump	Maskan	Sui Gas Road	Maskan, Main Campus
NIPA Fly Over/NIPA	IBA Main Campus	Maskan/IBA Main Campus	
Sir Syed University/K.U Silver Jubilee Gate, Main Campus			

Shuttle service between Main and City Campus

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

Departure Timings From Main/Girls/Boys Hostels	Departure Timings From City Campus
Mir Ali, Driver, 0316-2018516 Girls Hostel 07:40 am Main Campus 07:45 am Boys Hostel 07:50 am	City Campus 01:30 pm Friday City Campus 01:00 pm (Mir Ali, Driver, 0316-2018516)
Sheeraz, Driver, 0312-2526895 Friday Girls Hostel 01:30 pm 01:00 pm Main Campus 01:35 pm 01:05 pm Boys Hostel 01:40 pm 01:10 pm	City Campus 5:30 pm (Sheeraz, Driver 03122526895)
Mir Ali, Driver, 0316-2018516 Girls Hostel 05:25 pm Main Campus 05:30 pm Boys Hostel 05:35 pm	City Campus 9:30 pm (Mir Ali, Driver 0316-2018516)

For any further information, please contact Mr. Kazi M. Mazharuddin, Assistant Manager Transport Mobile No. 0333-3753147/0331-2499109, Ext: 2047 or Mr. Hassan Ali Shaikh, Ext: 2060.

Medical and Emergency Services

In-house medical center is available at the IBA main campus. It has doctors and trained paramedics available. Timings of the medical center are as following:

Weekdays: Between 09:00 am to 08:00 pm

Tel: Dr. Shakeel Rao, 0300 -2309560

Clinic reception: 111-422-422, Ext: 2062

In case of a serious medical emergency, patient should be taken to the nearest hospital. Contact numbers of 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		
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

Evacuation and accidents

In case of an unforeseen event, the following Help Desk extensions are to be contacted.

Extensions: 2465 and 2460 (Security Manager) and at 2010 (Assistant Manager Administration) for the Administration Block. For City Campus, Help Desk extension is 1460 for Security and 1008 for (Sr. Manager Administration).

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

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

IBA Hostel

The IBA Hostel provides accommodation facilities for the IBA students from outside Karachi. Hostel accommodation charges are Rs. 55,000 per semester. This does not include mess charges and other ancillary expenses.

Accommodation and hostel capacity

The IBA Boys' Hostel has 252 single rooms, seven double rooms, and 10 dormitories, with occupancy for up to 300 male students. The hostel facilities include indoor and outdoor games, lounges with LCD TV screens including access to multiple television channels, high-speed Wi-Fi, a fully functional mess, students' laundry facility, and a tuck shop within the hostel premises.

Hostel occupancy process

Regular and full-time students from outside Karachi are eligible to apply for the hostel facility. Students need to adhere to the following process to avail hostel residential facilities:

- 1) Applicants shall submit the hostel room allotment form, duly filled, along with three passport size photographs to the Hostel warden/superintendent. Allocation is subject to the availability of rooms, dormitories or halls.
- 2) Applications are considered only after the submission of semester hostel fees as prescribed by the finance department, in the designated IBA bank account. Hostel fees are collected in advance at the start of each semester.
- 3) Applicants need to furnish a written undertaking from their parents/guardians, holding them responsible for the payment of hostel dues, and abiding by hostel rules.
- 4) The hostel is a facility subject to the availability of residential space, and cannot be claimed as a right.

Hostel rules and regulations

Residents need to abide by the following rules and regulations during their stay at the IBA Hostel; non-compliance may lead to expulsion from the hostel as well as from the Institute, depending on the nature of the violation.

Hostel residents must acquaint themselves to the hostel rules and regulations; ignorance of the rules and regulations will not be an excuse in case of violation.

- 1) Residents shall sign a receipt of the hostel property in their possession and would be responsible for any loss or damage.
- 2) Residents shall not change their rooms on their own accord or allow a guest to stay overnight with them. However, with prior permission in writing from the

superintendent, a guest could stay for a maximum of three days. A resident can avail this facility twice in a semester.

- 3) Residents shall not make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets, fittings or fixtures anywhere in the hostel without prior approval of the hostel superintendent. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is strictly prohibited.
- 4) Residents shall be under the disciplinary control of the superintendent.
 - i. Residents should not disturb their fellow residents with loud music or cause any other discomfort. Television provided in the common room must be switched off/the volume turned down after 10:00 pm. Silence should be maintained strictly after 10:00 pm.
 - ii. No societies shall be formed and no meetings shall be held within the premises of the hostel. Parties or social gatherings in the hostel complex are not permitted without the prior and written consent of the superintendent boys hostel.
 - iii. Residents are not allowed to give tips or make any other kind of payment to any employees of the hostel.
 - iv. Residents are not allowed to use electrical appliances, except a PC, without prior permission of the hostel administration. When permission has been granted, they will be required to pay extra charges for the same, including utility charges.
 - v. Use of electric iron is not allowed in the rooms. In case of non-compliance, the iron will be confiscated and a fine will be imposed on the resident.
 - vi. Residents are themselves responsible for the safe and secure custody of their personal and valuable belongings such as laptops, mobile phones, watches, money or any other gadgets. Residents should lock their rooms every time they leave. Hostel management or staff will not be responsible for any loss.
 - vii. Possession, custody or access to liquor, drugs or intoxicants of any kind is prohibited. Gambling and possession of gambling appliances are also not allowed. Residents are prohibited from keeping any kinds of arms and ammunition in their possession. Infringement shall be severely dealt with. Hostel resident(s) if found intoxicated, will be expelled from the hostel. Hostel Management reserves the right of random medical checkup of suspected residents.
 - viii. The entire hostel complex is a tobacco-free zone.
 - ix. Offences such as violation of the rules and regulations of the hostel, holding meetings or collection of subscription without prior approval of the superintendent and non-payment of dues shall be subject to disciplinary action, including expulsion from the hostel/IBA depending upon the seriousness of the offence.

- x. Hostel curfew timings are from 12:00 am to 6:00 am. Residents wishing to stay outside the hostel (from 10:30 pm to 7:00 am) need to furnish the necessary particulars in the Overnight Stay Register. Fine will be imposed on the boarders habitual of returning late.
- xi. Female visitors shall be received only in the office of the Warden and under no circumstances, will they be allowed to enter individual rooms and common spaces.
- xii. All residents should ensure that their visitors fill in the necessary particulars in the Visitors' Book.
- xiii. Residents should never enter into any conflict with the hostel employees. Complaints against the hostel staff should be communicated to the hostel warden/superintendent.
- xiv. Residents are not allowed to take any crockery into their rooms.
- xv. Residents should never enter other residents' rooms without their permission.
- xvi. Any case of illness should be immediately reported to the hostel superintendent/warden, who shall make necessary arrangements for medical assistance.
- xvii. Residents found indulging in horseplay, ragging, political activity or indecent conduct will be reported to the Discipline Committee.
- xviii. Residents found smoking or using tobacco within the hostel complex will be fined. In case of recurrence, their hostel facilities will be suspended.
- xix. Residents should leave the hostel within one week after the declaration of their last examination results and report their departure to the hostel administration.
- xx. Residents once expelled from the hostel shall not be admitted or allowed to stay in the hostel even as a guest/visitor.
- xxi. Residents are under obligation to conform to all the rules and regulations that may be enforced in the hostel from time to time.

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.

1. General safety tips

- a) Before embarking on any journey, ascertain the prevailing security situation from local TV news channels.

- b) Report any suspicious activity and remain vigilant at all times.
- c) Immediately inform the security staff and report any security breach/suspicious activity.
- d) Avoid crowded and congested places when security alerts have been issued through the media.
- e) Use tracker devices for car and self, if possible.
- f) Maintain regular situational awareness of crowded places.

2. Institutional safety tips

- a) IBA is not responsible for any loss, damage or any kind of mishap with the student's personal belongings.
- b) It is mandatory for all IBA students, staff, inclusive of full-time, part-time and daily wagers, to wear IBA identity cards while on duty. These cards will be prepared by the Program Offices.
- c) IBA security staff on duty is authorized to ask any person entering IBA to prove/show their identity and wear the IBA identity card.
- d) Comply with the instructions for vehicle security. Obtain a valid vehicle pass and display sticker for entry into the IBA premises.
- e) Allow time for inspection of vehicles at IBA entry points. Unchecked/unauthorized entry of vehicles is a grave danger to security.
- f) Before leaving, lock your vehicle. Park at your own risk policy applies.
- g) Carefully plan and execute security arrangements for events such as concerts. Avoid late night events.
- h) Filter terrorizing messages and confirm their validity before informing others.
- i) Don't leave your personal belongings e.g. bags etc. unattended.
- j) 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.
- k) Never bring any weapons/drugs/explosive material to campus/hostels. The Institute holds a zero tolerance policy towards possession of arms/weapons, explosive and flammable materials, drugs etc. in the campus.
- l) Usage of cell phones in classrooms and library is forbidden.
- m) Visualize the emergency situations and prepare contingency plans. This must be done at both the organizational and personal level.
- n) Don't leave cell phones and laptops unattended.
- o) Use of barrier pass on a vehicle with a different registration number is not allowed. Please obtain fresh barrier pass when vehicle is changed. Students found in possession of fake/duplicate barrier passes will be penalized according to IBA policy.
- p) In case of vehicle theft/loss, follow the procedure mentioned below:

- q) 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.
- r) 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).

3. Parking on campus

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

1. For reasons of sustainability and community, a car sticker is mandatory for all students.
 - Carpooling /ride sharing is a good practice. Vehicles with student driver are allowed to enter through gate 4. Passengers should be dropped off for entry through the side gate for entering the campus.
2. Within the campus, vehicle should not be accelerated beyond 15 to 20 km/h.
 - Cars with tinted glass are not allowed to enter the campus. If your car has tinted glass, lower the windows so that the guard can see inside.
3. To ensure safety, helmets are mandatory to be worn while riding a two-wheeler; students driving cars must wear their seat belts.
 - To provide maximum space for self-driven vehicles, a chauffeur driven vehicle with sticker may on occasions be asked to park/wait outside the IBA campus at Muskan gate.
 - 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 may be.
 - 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.

- The area outside main campus from Pharmacy Chowk to Commerce Department has been declared as a NO PARKING zone by the Karachi University administration. Heavy fine/penalty, including but not limited to, cancellation of barrier pass will be imposed to any student vehicle parked at the abovementioned location. Students are advised to pass on this information to their drivers/chauffeurs to avoid any inconvenience.
4. Parking areas between gate 1 to gate 4, Adamjee and behind Fauji Foundation building are reserved for the vehicles of faculty and staff. Students are prohibited from parking their vehicles in the abovementioned areas.
 5. Students can park their vehicles starting from the ring road till the parking behind Aman CED.
 6. The checking procedure from Muskan 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.

4. Car sticker policy

1. 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, daughters or sons). Under normal circumstances not more than one sticker is issuable.
2. Students will be issued one sticker only – one for their car and one for their bike.
3. The validity of the car sticker will be for a maximum period of two years.
4. Possession of IBA sticker does not excuse the holder from being asked by security/gate staff to prove his/her identity if required.
5. IBA students are only allowed to use Karachi University Muskan gate for entry and exit as per the policy of Karachi University.
6. Students or their drivers found roaming around in Karachi University without any valid reason are liable for disciplinary action as per the policy of the Institute.
7. Any violation of instructions/incidence of misuse of the privilege of possessing a car sticker may lead to cancelation of the sticker.

5. Procedure for obtaining vehicle sticker

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

1. Apply online by visiting www.tinyurl.com/ibastudent.
2. Sticker will be ready within 2 working days.
3. Bring following documents at the time of sticker collection:
4. Copy of NIC
5. Copy of driving license

6. Copy of IBA Student card/current fee deposit slip
7. Copy of Registration Book
8. 2x photographs 1x1 in case of motor bike pass.
9. Authority letter (in case if the vehicle is leased from a bank or leasing company)
10. Stickers can be collected from:
11. Main Campus: security office located on the ground floor room no.7, Fauji Foundation Building; UAN: 111-422-422, extension: 2467.
12. City Campus: security office located near entrance; UAN: 111-422-422, extension: 1468.
13. Rs. 100 will be charged for fee voucher per sticker.
14. As per the instructions issued by Karachi University officials and limited parking space, students will be issued one sticker only
15. 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

IBA Main Campus



Student Council and Societies

IBA Student Council (ISC)

Composition

The IBA Students Council (ISC) will comprise of the following five members to be elected by IBA students (except the evening program students):

1. Vice President (VP)
2. General Secretary (GS)
3. Treasurer (TR)
4. Campus Coordinators (2 CCs)

Responsibilities

Executive Director (ED) of IBA will be the ex officio President of the ISC. He will be assisted by the Student Counselor (SC) under whose guidance the members will fulfill the following responsibilities:

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

Student societies and clubs

Composition

1. Student societies are formed in three distinct clusters, namely: Cocurricular activities cluster, Extracurricular activities cluster and Service Activities cluster.
2. The elections of the office bearers will be open to regular students of the morning programs.
3. Students are allowed to enroll themselves till the first week of September only. Each student can be an active member of maximum three societies.
4. Following criteria should be met in order to contest for elections:
 - Students should have a GPA higher than 2.5.
 - Junior and Final year students are only eligible to run in elections.
5. Each society will have a faculty member as patron, under whose chairmanship the elections will be held.
6. Office bearers can only serve for a year.
7. Each society will have the following office bearers working under the overall guidance of the patron:

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

Executive Council

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

- i. Respective events of the society throughout the year;
- ii. Estimated amount to be generated through sponsorship;
- iii. Amount needed from IBA.

Job descriptions

A. Patron

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

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

B. Office bearers of IBA societies/clubs

1. Manager

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

- i. Decisions about the society, its logistics and its budget;
- ii. Plan and outline the events and conferences to be conducted by the society, book the venue, prepare the calendar of events, get it approved from the patron and disseminate to the Administration, Finance Departments and Student Councilor;
- iii. Acquaint each member of the committee with its function, responsibility and duty;

- iv. Conduct interviews, form a management team for individual events, divide the team into different departments and assign heads to each department;
- v. Arrange sponsorships from the corporate sector and deal directly with the clients associated with the society events;
- vi. Prepare a closing report at the end of the tenure and submit it to the patron to ensure sustainability of the society;
- vii. Brief the patron/office bearers with the standard operating procedures and ensure compliance with the financial guidelines for organizing various events;
- viii. The manager should ensure that the report on each event is duly approved by the patron; should be described and documented on the IBA web/ portal reports section within two days after the closure of event.

2. Assistant Manager

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

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

3. Treasurer

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

- a) Scrutinizing the sponsorship proposals/MOU's, receipts and expenditures;
- b) Prepare RFQ and obtain proper quotations for goods and services made available to societies;
- c) Keep track of all the receipts and expenditures;
- d) Ensure that the total expenditure on society events does not exceed the allocated budget;
- e) Prepare and present the society's budget and financial position. Provide financial statements and bank reconciliation statements at the end of the year;
- f) Coordinate with the Finance department and ensure that payments for goods, services and facilities utilized by the society are made on time and receipts obtained;
- g) Compile and send details;
- h) Ensure that all provisions and rules given in the Financial Guidelines for Societies/Clubs are being complied.

4. Event coordinator (EC)

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

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

Financial guidelines for students societies, clubs and ISC

Objective

- 1) To facilitate student societies in conducting their financial affairs in an organized manner and within available financial resources;
- 2) To brief the office bearers/patrons with the standard operating procedures and guidelines for organizing various events.

Financing and budget

- a) A contribution will be made of an amount approved in the IBA budget.
- b) There will be a dedicated bank account under the name of “IBA Student Societies” and the total funds will be transferred to the said bank account upon finalization of list of selected students.
- c) No refunds are to be made to students leaving IBA once the funds are transferred to the dedicated bank account.
- d) Society members may generate sponsorships, sell event tickets, make additional contributions, etc.
- e) The funds will be generated in the name of IBA Karachi only, via a crossed cheque. The cheque will be deposited immediately in the designated bank account.
- f) Each society, at the time of submission of the budget, should indicate the estimated amount to be generated through sponsorship, the amount needed from IBA, etc.
- g) The budget will be allocated to student societies by the Executive Director of IBA.
- h) The funds allocated to the student society will only be utilized for the purpose/event for which it is approved.
- i) Extra incentive amount will be given to those societies/clubs at the time of budget allocation.
- j) The excess amount of sponsorship or ticket money raised during the year will be carried forward to the next year. The remaining

balance of budget contribution from IBA will lapse at the end of the year and be credited to the Student Welfare Fund.

- k) The societies/clubs will be allowed to transfer their own budget to other societies/clubs for organizing joint/combined events. All other such requests will be submitted to the Budget Allocation Committee headed by the Executive Director.
- l) For all financial matters, it is the onus of students to streamline reporting and compliance and ensure timely coordination, at least 10 days before the commencement of the event with Syed Mazhar Kazmi.

Conflict of interest

An office bearer is not eligible to set up a business within IBA. To take up the duties of a vendor simultaneously is a violation of the Code of Conduct and will lead to disciplinary action being taken.

Calendar of events

- a) There will be a calendar of events, prepared by the ISC members, in coordination with the student societies.
- b) The calendar of events will be approved by the student counselor.

Financial proposal

- a) For each planned event, the proposal will be approved by the patron.
- b) The proposal should be supported with planned funding and expenditure statements for control purposes.
- c) The statement will clearly indicate the funding of events i.e. whether to be financed from the allocated budget, sponsorships or both.
- d) To avoid emergency situations, a complete proposal will be submitted to the Finance department as follows:
 - o Up to Rs. 100,000/- At least five working days
 - o Above Rs. 100,000/- At least ten working days

Sponsorship management

- i. MoU for sponsorships must be approved and signed only by the patron of the society/club.
- ii. Sponsorships/contributions from organizations will be received via a crossed cheque in the name of IBA, Karachi.
- iii. The cheque will be accompanied with a letter from the donor/sponsor indicating the title of sponsor.
- iv. Office bearers will have to comply with the sponsorship requirements.
- v. Sponsorship should preferably be received in advance of the event.
- vi. The payments for sponsored events can only be made once the sponsorship amount is received.

Selling of tickets

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

- k) Finance department representative will assist the office bearers in spot checking tickets at the entrance gate of the event.

Incurrence of expenditures

- a) A list of prequalified vendors for printing, catering and other major expense items will be common to all the societies.
- b) Exceptions will be allowed in extreme cases with the prior approval of the patron and Finance department, only when the quoted prices are lower than those submitted by the prequalified vendors.
- c) Approval from the Executive Director is required in case of funding a student's trip by a society/club.
- d) If any society/club sponsors the student(s) to attend any conference/workshops/seminars within the country the objective of such conferences should be in line with the society's/club's objectives.

Expenses exceeding Rs. 5, 000

- a) A market cost comparison will be arranged for expenditures above Rs. 5, 000.
- b) For this purpose, the request for quotations (RfQ) will be sent to the prequalified vendors or to the open market in case the prequalification of such vendors is not done.
- c) The RfQ will be comprehensive to meet the exact requirement.
- d) Three GENUINE quotations will be arranged; fake quotations will not be accepted.
- e) A market cost comparison statement will be prepared.
- f) The lowest vendor will be selected. If not, the work/purchase order will indicate the JUSTIFIED reasons for not selecting the lowest vendor.
- g) The comparative cost statement and the work/purchase order, as per the prescribed formats, will be signed by:
 - the Patron (or the student counselor in case of ISC);
 - the Manager of the society (or by the vice president in case of ISC);
 - the Treasurer;
 - the Finance department (for preaudit and funds allocation).

For contracts

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

For petty cash expenses

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

Payment mechanism

- a) The patron (or the student counselor in case of ISC), manager of that society (or the vice president in case of ISC) and treasurer, will jointly approve all the payment requests for expenditures.
- b) In case of petty items, advance will be issued to the patrons.
- c) The advance disbursement will be subjected to adjustment against production of receipts of expenses.
- d) Work order must be approved before the event.
- e) Payment request will indicate that the procurement has been completed.
- f) The payment request will be accompanied with the following documents:

Invoice from the supplier with contact details (where applicable GST invoice must also obtained);

Work/payment order signed by the patron (or by the student counselor in case of ISC);

Three quotations along with a comparative summary.

1. Upon retrieval of complete documentation (including sponsorship receipt, where applicable), the payment will be released within five working days by the Finance department.

- In case of noncompliance of these financial guidelines the office bearers will be answerable to the patron. If these justifications are reasonable ONLY then the payment will be released.
- In case of any gross financial irregularity with respect to these guidelines, they will be forwarded and reported to the Executive Director of IBA.

Event report

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

Closure of the event

- The treasurer is required to close the event by submitting receipts and expenditure statements on actual basis.
- Such statements should indicate savings and be approved by the patron (or by the student counselor in case of ISC)

Financial advisory/audit

- Director Finance will act as the financial adviser to the student societies/ ISC.
- The accounts of the student societies will be maintained in the manner prescribed in the basic financial guidelines as mentioned above.
- Director Finance will get the expenses and IBA's account audited.

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Student Societies and Patrons Fall 2019
(Tentative)

S.No.	Faculty Patron	Name of Society/Club
Cluster 1 – Cocurricular Activities		
1	Dr. Sana Tauseef and Tahira Marium	Economics and Finance Club
2	Dr. Shahid Qureshi	Entrepreneurship Society
3	Nyla Aleem Ansari	Human Resources Club
4	Imran Rauf	Computer Science Society
5	Dr. Kamran Mumtaz	Leadership Club
6	Jami Moiz	Marketing Club
7	Dr. Muhammad Sheraz	Mathematics and Astronomy Club
8	Dr. Faiza Mushtaq	Social Sciences Club
9	Mohsin Ali Patel	Accounting Club
Cluster 2 – Extracurricular Activities		
10	Summaya Khursheed	Arts and Photography Society
11	Dr. M. Asad Ilyas	Go Green Society
12	Dr. Danish Ali/Dr. Nida Aslam Khan	Sports Society
13	Dr. Junaid Alam	Dramatics Society
14	Nadia Sayeed	Public Speaking Society
15	Rakae Jamil	Music Society
Cluster 3 – Service Activities		
16	Jami Moiz	Alumni and Placement Society
17	Dr. Najam Akber Anjum	Community Welfare society
18	Maria Hasan	Girls' Hostel Society
19	Jami Moiz	Boys' Hostel Society
20	Dr. Irum Saba & Dr. Imran Khan	Iqra Character Building in Society
21	Dr. Nida Aslam Khan	IBA Students Council

SoPs for Student Societies Events

The students should coordinate with all the concerned departments, especially with the Office of Student Societies, IBA Student Counselor, Dr. Nida Aslam Khan and Assistant to Student Counselor, Ali Akbar for necessary coordination.

Steps before conducting an event/activity

- 1) Students willing to conduct an event/activity will be required to fill the 'Event Organizing Form' (attached), and submit it to the Administration department duly signed by the patron of the society, Manager Financial Reporting, Syed Mazhar Kazmi and Student Counselor Dr. Nida Aslam Khan.

- 2) Students will obtain a written approval of the budget from the Finance department along with necessary financial guidelines (please refer to Financial Guidelines Section in Student Handbook 2019-20 at Page No.). Complete adherence to financial guidelines as per policy is required (key responsibility of CFOs of all the societies).

Booking of the venues/facilities

- 1) Students completing the above steps will be eligible to book their venue/facilities by visiting the Administration department, along with the original copy of the 'Event Organizing Form' duly filled. This is subject to the availability of the required facilities.
- 2) All bookings of the facilities/venues will be done by the Administration department. An activity calendar should be developed immediately after the new office bearers are sworn in, and the same be shared with the student's counselor. Moreover, these activities should also be shared over the IBA Events Calendar:
https://webapps.iba.edu.pk/com_event_cal/portal.php

General conduct for students

- 1) During prayer timings, silence must be observed as a sign of respect. The relevant society's council must ensure compliance in this regard. They will be aided by security personnel.
- 2) Loud music must not be played at any point in time during the event.
- 3) All participants must maintain a clean environment, observe teamwork, exercise tolerance and respect each other.
- 4) Security clearance for foreigners must be arranged by organizers.
- 5) In order to avoid mismanagement at concerts, there must be a mechanism for effective crowd control.
- 6) Steps should be taken to ensure that individuals do not enter the venue with forged documents/tickets.
- 7) Ensure NO cash handling, consult Finance department for payment procedure.

Guidelines for patrons of the society

- 1) Society patrons must review the content of the programs to ensure that it is not controversial or damaging to the IBA in any manner.
- 2) The patrons and the student's counselor should review the list of participants/attendees to ensure that no blacklisted or controversial individuals are included.
- 3) Ideally the relevant society patrons should attend the event.
- 4) Sponsors, logos, and branding are to be area specific and time bound. Please consult Senior Manager, Corporate Relations and Communications Department (CRC) Mr. Haris Siddiqui.

- 5) Any below the line (BTL) marketing tactics or campaigns should not be undertaken by societies without prior approval from ED, Student Counselor and Mr. Haris Siddiqui (CRC).
- 6) Since IBA has a corporate relationship with Pepsi, therefore, Pepsi will be the exclusive beverage partner for IBA for the term of the MoU/Agreement. This implies no other beverage will be sold on campus or displayed i.e. no branding of competitive products.

Checklist of the event/activity

7. Students are required to submit the checklist of the event/activity as per format appended below, along with the original copy of the 'Event Organizing Form' for booking the facilities.
8. All society members are to follow the list of vendors, for now food and decoration and printing, as shortlisted by Office of Student Societies (OSS) committee members (OSS committee comprises of faculty patrons). Please contact OSS and ISC members for further details.
9. Focus on small, quality events driven by student's efforts; mega events are discouraged. Joint collaborations between societies are encouraged, e.g. the photography society is now officially providing its services for *free* to cover all students events; the music society displaying its talent in the dramatics society etc.
10. The responsibility of maintaining a complete record of sponsorships, whether in kind or in cheque lies with CFO of any given society, along with the Manager and Assistant Manager. The ISC members i.e. VP, GS, CFO, along with campus coordinators are equally responsible and accountable.
11. Outsourcing of society events to third parties, such as hiring companies/theater groups to perform at IBA events is not allowed. Only student's talents should be showcased in such events.
12. All events are to be held within IBA.
13. Students are prohibited from working as vendor(s) or providing vendor services/activities within IBA to any society. Students found doing so shall be strictly dealt with and will be taken to the Disciplinary Committee (DC).
14. Talented students are encouraged to hone their abilities and engage with societies on a voluntary basis (just like any other office bearer). They will have the absolute support of OSS and ISC members.

S.No.	Task	Responsibility	Contact No.	Status
1	Overall Administration and Management	Patron of the Society	Management Team/Patron	Patron of the society to ensure smooth and effective administration
2	Event Brief	Management Team of the Society	Management Team/Patron	Opening ceremony: Closing ceremony: (Date/Time/Activity details to be mentioned)
3	Venue Confirmation and Reservation	Administration and Management Team of the Society	Mr. Ather Rana (Cell: 0336-2585084)	Society: Iqra Society Mr. Fakhr e Alam (Manager Society): Cell: 0349-5646857 Patron: Dr. Irum Saba & Dr. Imran Khan Event Name: Annual Islamic Conference Location: G & T Auditorium, Event Hall (ASC), Breakout in Adamjee Academic Centre, Cafeteria in Alumni Student Centre Date: 28-April - 2019 Time: 9:00 am to 6:00 pm
4	Maintenance/Cleanliness of the venue/Lightings and AC Chillers	General and Technical Maintenance	Syed Fahimuddin (Cell: 0334-2229732) Rehan Hussain (Ext: 2506)	To be of the best standards.
5	Event Checklist and Minute to Minute Program	Patron and Management Team of the Society	Management Team/Patron	Minute-to-minute program flow of the session for the campuses to be shared by the Patron and Management Team of the concerned society.
6	Chief Guest and VVIPs	Patron and Management Team of the Society	Management Team/Patron	Name of the chief guest and VVIPs to be shared by the patron and management team of the concerned society.

7	Security Arrangements and Car Parking	Security Department	Mr. Mohammad Ali, Security Officer (Cell: 0333-7772944)	<p>Necessary correspondences with Police/Rangers/KU will be made by the patron and management team of the concerned society in consultation with Mr. Khalid Rishi.</p> <p>Students are required to inform security office 48 hours prior to the event regarding the following information (if any):</p> <p>Details of vendors including vehicle details. Number of participants including non-IBA students. Inform all participants regarding no smoking policy of the institution. All non-IBA participant's vehicles will have to be parked at the Muskan parking. Participants should not leave their equipment including laptops/cell phones unattended.</p>
8	Transportation and Logistics	Transport Department	Mr. Kazi Mazhar (Cell: 0333-3753147)	Mr. Kazi Mazhar to coordinate on this. Mr. Mazhar will provide telephone contacts of the drivers deputed for pick and drop.
9	Photography	Administration or Management Team of concerned society	Management Team/Patron	Management Team will cover the program.

10	Miscellaneous	Administration/ ICT/Security/Patron/Management Team	Management Team/Patron	<ol style="list-style-type: none"> 1. Registration Desk to be arranged 2. Event POCs contact & email 3. Name of the MOC & contact 4. Name of the Qari & contact 5. IT Support & extra mikes requirement
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Security Clearance SOPs for Student Societies Events

All the students/student societies planning to conduct an event or activity at IBA should follow proper SOPs for security clearance for the vendors, which include ‘Event Organizing Form’. The students will fill the form below pertaining to vendor details or visitors and will also confirm the name of the chief guest, if any.

Please adhere to the instructions appended below which serves as the guidelines to conduct an Event / Activity at IBA, Karachi. Students are requested to coordinate with the general maintenance, security department, and other relevant departments at the same time coordinate with Student Counselor, Dr. Nida Aslam Khan directly for any clarification and approval.

1. **Non-IBA participants information:** Students/patron of the society will inform the Security department atleast 72 hours (3 working days) prior to the commencement of the activity/event.
2. **Checklist/activity of the event (attached):** All the students/patrons of the society will be intimated to ensure all proper SOPs are adhered to during the events.
 - a. All the students/societies are required to submit the information of their vendors/visitors to the Security department atleast **72 hours** or **3 working days** prior to the event.
 - b. Security supervisor/security officer/manager are to ensure proper checking of vehicles, explosives, weapons prior to entry from the IBA gates.
 - c. For verification, patron of the society may be informed by the security supervisor, if any condition is not being met. For e.g CNIC is not available at the time of entry.
3. **Security clearance/instructions:** All are requested to abide by the instructions for the smooth security clearance.
4. **Visitors/vendor information system:** A format has been developed.
5. **No music during Azan time/prayers.**

6. **Program office** is to be informed, if loud speaker is in use during musical events.
7. **Smoking** is prohibited; *gutka* and *paan* not allowed.
8. **Cleanliness is to be observed. No trash is to be thrown at the sports grounds or within the IBA vicinity. Use dustbins provided by vendors at site or by Senior Manager General Maintenance Syed Fahim Uddin.**
9. **Political and vulgar activity:** No vulgar and political activity would be allowed within the IBA premises.

Sample Format : Visitors / Vendor : Security Mobile number is 03343424455 and available 24/7 x 365 days

S.No	Request by	Phone Number	Date informed	Event Date & Venue	Name of Vendor	Vendor CNIC	Vendor Phone Number	Visitors Vehicle Number	Vehicle Type	Place of Visit	Patron's Name & Telephone Number	Visitors Purpose	Remarks
1	Fakhr e Alam	0349-5646857	2 April, 2019	28 th April 2019									Security Clearance for event Invent
2													
3													

Event Management

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

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

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

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

Important points for students' society

1. Student events should be organized which are relevant to their own specific society.
2. The form or pro forma for organizing the event should be submitted to IBA administration at least 10 days before the event date which should carry the approval signature of the specific patron, Syed Mazhar Ali Kazmi and the SC.

3. The dependence on outside sponsorship is to be reduced.
4. Individual societies should avoid large social events except student flagship events such as MUNIK, ENIGMA and IBLC. Approval can be sought from the SC and ED, if need be.
5. Extensive distribution of shields to the MT and to IBA top management should be avoided, instead they should be acknowledged via giving them scrolls/certificate of participation of their contribution and stating that on their behalf a certain amount has been donated to a charity cause. Approval can be sought from the SC and ED, if the need be.
6. Protocol for calling senior government politicians to seek approval from ED.
7. The names of 'guest speakers' called in for any event should be shared with the patron and the SC, prior approval from the OSS is must.
8. CED Incubates as vendors for student events are not allowed.
9. Students are to strictly follow the SOP and TORs in IBA Student Handbook regarding sending RfQs to vendors and other necessary guidelines as set out by the OSS committee, and are requested to facilitate the OSS office to expand the existing pool of vendors in order to make the quotations more competitive.



STEPS & PROCEDURES FOR ORGANIZING EVENT

Students are required to take the following matters into account for the smooth running of the event. Students are required to submit event details, **two weeks** before the event, in a **PowerPoint presentation** consisting of the following points.

g) Patron's Name: _____ **Society:** _____ **Signature:** _____

h) Event Details / Summary (to be submitted as appended):

Date	Time	Event's Name	Student's Name (Event Coordinator's)	Signature & Designation	Budget of the Activity
			1)		
			2)		
			3)		
			4)		
			5)		

Main Campus

City Campus

i) Attach a map of IBA indicating where the event is expected to take place.

	Date	Activity	Venue	Time (From-To)	Expected No. of Audience	
					IBA	Others
Day 1						
Day 2						

Day 3						

j) **Event Arrangements** (Tick where applicable)

- G&T Auditorium Football Ground Cricket Ground
 OBS Courtyard Student Centre Lawn Main Campus Lawn

k) **Last Year Glimpses** (Glimpses showcasing the highlights of the last year's event can be attached)

l) **List of Foreign / Diplomats / Politicians / Visitors** / (Format to be used as appended)

S. No.	Name	Designation	Country	CNIC #	Passport #

m) **Financial Summary** (as template appended below): A financial summary of an event should be documented. All sources of revenue, apart from the society budget, are to be mentioned.

Expense Sheet

S. No.	Name	Outflows
1		
2		
3		
4		
5		
Total		

Revenue Sheet

S. No.	Name	Inflows
1		
2		
3		
4		
Total		

Initiated by:

Manager & Treasurer Society:

Signature & Dated: _____

Approved by:

Director Finance

Signature & Dated: _____

GM Administration / Acting Registrar

Signature & Dated: _____

Student Counsellor

Signature & Dated: _____

n) Security clearance / Instructions:

In order to ensure that the event is conducted in a safe and secure environment, the following procedure must be adopted:

- o) List of all vendors must be provided to the security staff in a consolidated list including names, CNIC, addresses, cell number, vehicle details of **vendors 48 hours** prior to the commencement of the event.
- p) Child labor is not allowed at any cost. No person below the age of 14 years should be employed under the Sindh Prohibition of Employment of Children Act, 2017. IBA fully endorsed the country law as well as Geneva convention on the subject.
- q) Safety of vendors is the responsibility of the organizing team. Please ensure that vendors must wear personal protective equipment (PPE) according to the requirement. IBA reserves the right to stop the activity in case of any violation of Health, Safety and Environmental (HSE) policy.
- r) Where cooking of food is involved, organizer is responsible for the hygiene of food and utensils used in cooking.
- s) Liquid petroleum gas is highly inflammable. LPG with low quality plastic pipes/substandard regulators are not allowed during the event.

I have read and understood the abovementioned instructions and will abide by them.

Signature:

Name of student/organizer:

CNIC:

Fee and Dues

1. Procedure for payment of fees

- a) Tuition fee will be announced around the commencement of the semester.
- b) Fee vouchers will be made available to students through the Campus Management System (CMS).
- c) Students are liable to make payments for the fee due, by the appropriate deadline as mentioned on the voucher and announced through notice.
- d) Payments can be made in one of the following modes:
 - Direct deposit through any Faysal/Meezan Bank Branch in Pakistan, using fee vouchers generated from ERP.
 - Online payment through IBA's website:
<https://onlinepayment.iba.edu.pk/>
- e) Payments can be made in one of the following modes:

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

a) Determination of student fee

- a) The Institute will fix or specify a means by which the tuition fees will be calculated or ascertained, for any course of study or training at the Institute.
- b) 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.
- c) The 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 IBA. The recommendation for setting of fees shall be through annual budget of the Institute.
- d) In the annual budget of every financial year, the Finance department shall present proposals for increment in the existing student fee to the BOG. On the approval of the proposal, fee shall be increased and set to the new level.

The official public schedule will be published as soon as is practicable after approval.

3. Calculation of fee

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

4. Procedures regarding refund of fee

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

	Scenarios	Policy/Timeline
1	Percentage of Tuition Fee <ul style="list-style-type: none"> • Full (100%) fee • Refund Half (50%) fee refund • No (0%) fee Refund 	Full (100%) of the tuition fee will be refunded up to the seventh day of the convene of classes Half (50%) of the tuition fee will be refunded from eighth to fifteenth day the classes convene No fee (0%) will be refunded from the 16th day the classes convene.
2	IBA cannot provide the academic study Offered	100% of the student 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	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 an 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 to the coming semesters, if student is allowed a semester gap by the IBA Administration
9	Extraordinary Circumstances	100% of the student tuition fee will be refunded if student suffers from extraordinary circumstances (i.e. death or accident which causes permanent disability)

1. Exception

Under any circumstances admission fee will NOT BE refunded.

1.1 Exclusion

Cash payment will not be accepted from the students.

a) One-time charge

One-time charge such as admission fee and transcript fee are also applicable in addition to tuition fee. These charges are paid at the time of admission at the IBA.

c) One-time charge for all academic programs

Following charges are also applicable in addition to tuition fee.

+ Admission Fee at the time of Admission in IBA

+ Transcript Charges

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 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
Moied Sultan Director Finance IBA Main Campus Cell: 0301- 2522552 Tel: 021- 38104700- 01 Ext: 2300		
Syed Jehanzeb Manager Finance IBA Main Campus Tel: 021- 38104700- 01 Ext: 2320	Tanveer Ahmed Assistant Manager Financial Aid IBA Main Campus Cell: 0322- 9099100 Tel: 021- 38104700- 01 Ext: 2312	Syed Mahar Ali Kazmi Assistant Manager IBA Main Campus Cell: 0345- 2745293 Tel: 021- 38104700- 01 Ext: 2306

Service Units at IBA Karachi

ADMINISTRATION DEPARTMENTS

Wing Commander (Retd) Aamer Shabbir

General Manager Administration

Contact Details: GM Administration Office: 38104700-01
Ext: 2080; Cell no: 0333-4555583 Email: askhan@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Procurement	Sohail Khan Senior Manager Procurement	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 2151 Cell #: 0302- 2471434 Email: mskhan@iba.edu.pk	Aamer Shabbir Wing Commander (Retd) General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 2080 Cell #: 0333- 4555583 Email: askhan@iba.edu.pk
2	Store	Babar Majeed Senior Executive Administration (Stores)	National Bank Technology Building, Main Campus TEL: 38104700- 01 Ext. 2002 Cell : 0300-9226986 Email: bmajeed@iba.edu.pk	

3	Security Services Main Campus	Capt (R) Khalid Javed Rishi Senior Manager – Security	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 2465 Cell : 0321- 2736775 Email: kjaved@iba.edu.pk
4	Security Services City Campus	Mr. Faheem Ahmed Khan Senior Executive Security	Tel :38104700- 01 Ext 1468 Cell : 0345- 2519985 Email: fakhan@iba.edu.pk
5	Adamjee Academic Block & G&T Auditorium	Mr. Aayatullah Memon Building Incharge, Adamjee Academic Block (Main Campus)	TEL: 38104700- 01 Ext. 2017 Cell: 0300- 2800929 Email: amemon@iba.edu.pk
6	Aman CED Building & National Bank Building	Syed Muhammad Ali Assistant Manager(Administration) Aman CED Building (Main Campus)	TEL: 38104700- 01 Ext. 2006 Cell# 0300- 2120605 Email: smali@iba.edu.pk

7	Tabba Academic Block	Mr. Abdul Khalid Building Incharge Tabba Academic Block (Main Campus)	TEL: 38104700- 01 Ext. 2014 Cell #: 0300- 2525443 Email: akhalid@iba.edu.pk
8	Alumni Student Center & Sports Facilities	Syed Guhar Raza Zaidi Manager Alumni Student Center & Sports Facilities	TEL: 38104700- 01 Ext:2478 Email: guhar.mscsf@iba.edu.pk
9	Admin General Main Campus	Mr. Ather Rana Assistant Manager Mr. Haris Nehal Siddiqui Senior Executive Admin	Admin Main Campus TEL: 38104700- 01 Ext. 2010 / 2020 Cell #:0336- 2585084, 0300- 9286252 E- mail:marana@iba.edu.pk, hnsiddiqui@iba.edu.pk
10	Admin General & JS Auditorium City Campus	Mr. S. M. Rizwan Rizvi Senior Manager Administration City Campus Syed Nabigh Hussain Senior Executive Administration City Campus	Admin Block (City Campus) TEL: 38104700- 01 Ext. 1008 Cell #: 0333- 2136876 E- mail: srizwan@iba.edu.pk Ext. 1502 Cell #: 0333-3928819 E- mail: snhussain@iba.edu.pk

11	AMAN Tower City Campus	Shahab Uddin Khan Manager Building - Aman Tower	TEL: 38104700- 01 Ext. 1037 Cell #: 0321-9298276 E- mail: sukhan@iba.edu.pk
12	HBL Academic Center City Campus	Mr. Muhammad Gulzar Butt HBL Building Incharge	TEL: 38104700- 01 Ext. 2019 Cell# 0346- 2797609 E- mail: mgulzar@iba.edu.pk
13	Facilities Maintenance Main Campus	Syed Fahim Uddin Seion Manager General Maintenance Mr. Azfar Abbasi Senior Executive Repair and Maintenance	Fauji Foundation Building Tel: 38104700- 01 Ext. 2520 Cell #: 0334-2229732 Email: syedfahim@iba.edu.pk National Bank Technology Building, Main Campus Tel: 38104700- 01 Ext. 2504 Cell #: 0300- 2471670 Email: aabbasi@iba.edu.pk

14	Facilities Maintenance City Campus /Admin	<p>Mr. S. M. Rizwan Rizvi Senior Manager Administration City Campus</p> <p>Syed Nabigh Hussain Senior Executive Administration City Campus</p>	<p>Admin Block (City Campus) TEL: 38104700- 01 Ext. 1008 Cell #: 0333- 2136876 E- mail: srizwan@iba.edu.pk</p> <p>Ext. 1502 Cell #: 0333-3928819 E- mail: snhussain@iba.edu.pk</p>	
15	Electrical Karachi	<p>Mr. Rehan Hussain Senior Manager Operations & Maintenance</p> <p>Muhammad Qamaruddin Engineering (Electrical)</p>	<p>(Main Campus) TEL: 38104700- 01 Ext. 2506 Cell #: E- mail: rhussain@iba.edu.pk</p> <p>(City Campus) TEL: 38104700- 01 EXT: 1504 Email: mqamar@iba.edu.pk</p>	
16	Transport Facilities	<p>Mr. Kazi Muhammad Mazharuddin Manager Transport</p>	<p>TEL: 38104700- 01 Ext. 2047 Cell# 03333753147 E- mail: kmmazharuddin@iba.edu.pk</p>	

IBA Boy's/Girl's Hostel

Contact Details: GM Administration Office: 38104700-01

Ext: 2001 / 2401 Direct No: 99261507

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Boy's Hostel	Mr. Mujahid Husain Assistant Manager / Warden, Boys Hostel	IBA Boys Hostel, Main University Campus Hostel Number: 9261523- 24 Ext: 2015 Cell #: 0300- 2558330 Email: mhussain@iba.edu.pk	Mr. Jami Moiz Assistant Professor / Superintendent IBA Boys Hostel, Main University Campus TEL: 38104700- 01 Ext. 2649 Cell # 0300- 8217943 Email: jmoiz@iba.edu.pk
2	Girl's Hostel	Ms. Samiya Shaikh, Warden IBA Girls Hostel, Staff Town	IBA Girls Hostel TEL: 38104700- 01 Ext. 2042/2044 Cell # 0306- 2399697 Email: sshikh@iba.edu.pk	Ms. Maria Hassan Full time Faculty / Superintendent IBA Girls Hostel, Main University Campus TEL: 38104700- 01 Ext. 2638 Cell # 0333- 3201029 Email: mhsiddiqui@iba.edu.pk

Key Contacts for Library Services & Facilities

Mr. Muhammad Anwar,
Chief Librarian & In-charge Research Data Center
Tel: 38104700-01, Ext. 2277
Email: anwarch@iba.edu.pk

Sr.#	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	General information and queries	Email: library@iba.edu.pk Website: library.iba.edu.pk	<p>Circulation Desk Main Campus, Ext. 2271 Hours: 8:30 am to 10:00 pm</p> <p>City Campus, Ext. 1271 Hours: 8:30 am to 10:00pm</p>	
2	Library helpdesk	Sumera Gul Deputy Librarian	Library, Main Campus Tel: 38104700- 01 Ext. 2273 Email: sgul@iba.edu.pk	Mr. Muhammad Anwar, Chief Librarian & In- charge Research Data Center Tel: 38104700- 01 Ext. 2277 Email: anwarch@iba.edu.pk
3	Request purchase of library resources	Hafiz Furqan Siddiq Deputy Librarian	Library, Main Campus Tel: 38104700- 01 Ext. 2280 Cell #: 0333-315386 Email: fsiddiq@iba.edu.pk	

4	IBA library archive/ Complaints	Kholi Mabood Modi Assistant Librarian, Research Services,	Library, Main Campus Tel: 38104700- 01 Ext. 2275 Email: kmmodi@iba.edu.pk	
5	Services at Library City Campus	Sumera Gul Deputy Librarian	Library, Main Campus Tel: 38104700- 01 Ext. 2273 Email: sgul@iba.edu.pk	
	Main Campus - Monday to Saturday 08:30 am to 10:00 pm <i>Sunday: 11: 00 am to 7: 00 pm</i>		City Campus - Monday to Saturday 08:30 am to 10:00 pm <i>Sunday: Closed</i>	

Associate Deans Offices

Dr. Huma Naz Baqai Siddiqui, Associate Dean,
Faculty of Business Administration
Main Campus Tel: 38104700-01 Ext. 2637 Cell #: 03008272590 Email: hbaqai@iba.edu.pk

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

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Faculty of Business Administration	Ms. Shabana Amirali Manager Associate Dean Office- FBA	Fauji Foundation Building (Main Campus) AD Office, Room no. 301 TEL: 38104700- 01 Ext. 2028 Email : shamirani@iba.edu.pk	Dr. Huma Naz Baqai Siddiqui Associate Dean, Faculty of Business Administration, Fauji Foundation Building (Main Campus) Tel: 38104700- 01 Ext. 2637 Cell #: 03008272590 Email : hbaqai@iba.edu.pk
		Ms. Shehreena Amin Manager IRC	Fauji Foundation Building (Main Campus) AD Office, Room no. 301 TEL: 38104700- 01 Ext. 2601 Email : samin@iba.edu.pk	
		Mr. Ovais Ahmed Student Coordinator	Fauji Foundation Building (Main Campus) AD Office, Room no. 301 TEL: 38104700- 01 Ext. 2033 Email : oahmed@iba.edu.pk	

2	Computer Sciences	<p>Mr. Muhammad Danish Aslam Executive Secretary City Campus</p> <p>Mr. Maqsood Ahmed Ansari Executive</p>	<p>HBL Building - City Campus TEL: 38104700- 01 Ext: 1841 Email: maslam@iba.edu.pk</p> <p>NBP Building - Main Campus TEL: 38104700- 01 Ext: 1842 Email: mansari@iba.edu.pk</p>	<p>Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences, HBL Academic Center (City Campus) Tel: 38104700- 01 Ext. 1600 Cell #: 03082227111 Email: sghani@iba.edu.pk</p>
3	Student Affairs	<p>Dr. Nida Aslam Khan Lecturer-Ph.D. Scholar & IBA Student Counselor</p>	<p>Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 2628 Cell #: 03443688918 Email: nakhan@iba.edu.pk</p>	<p>Dr. Huma Naz Baqai Siddiqui Associate Dean, Faculty of Business Administration, Fauji Foundation Building (Main Campus) Tel: 38104700- 01 Ext. 2637 Cell #: 03008272590 Email : hbaqai@iba.edu.pk</p>
4	MBA Program Office	<p>Ms. Ghulam Fatima Assistant Manager - Main Campus</p> <p>Mr. Muhammad Zahid Assistant Manager - Main Campus</p>	<p>Tabba Academic Block, (Main Campus) Tel: 38104700-01 Ext: 2008 Email: gfatima@iba.edu.pk</p> <p>Ext. 2882 E-mail: mzahid@iba.edu.pk</p>	<p>Dr. Rameez Khalid Director - Business Administration Programs, Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext: 2640 Email: rameezkhalid@iba.edu.pk</p>

5	Evening/Summer Program Office	Mr. Manoj Babulal Senior Manager (Program Office)	HBL Building (City Campus) Tel: 38104700-01 Ext. 1843 Cell #: 0336-2286667 Email: manoj@iba.edu.pk	
6	Undergraduate Program Office (Main Campus)	Mr. Muhammad Akmal Khan Senior Manager (Undergraduate - Program Office)	Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2551 Email: makhan@iba.edu.pk	Syed Sharjeel Ahmed Program Director Foundation Building (Main Campus) Tel: 38104700-01 Ext: 2666 Cell #: 03327370451 Email: shasnie@iba.edu.pk
7	Undergraduate Program Office (City Campus)	Mr. Manoj Babulal Senior Manager (Program Office)	HBL Building (City Campus) Tel: 38104700-01 Ext. 1843 Cell #: 0336-2286667 Email: manoj@iba.edu.pk	
8	Graduate Program Office (Main Campus)	Mr. Manoj Babulal Senior Manager (Program Office)	Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 1840 Cell #: 0336-2286667 Email: manoj@iba.edu.pk	

9	<p align="center">MBA Executive Program Office</p>	<p align="center">Muhammad Munawar Manager (MBA Executive Program)</p>	<p align="center">Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2880 Cell #: 0323-2726113 Email: mmunawar@iba.edu.pk</p>	<p align="center">Mr. Muhammad Saleem Umer, Director EMBA Programs Fauji Foundation Building (Main Campus) Tel: 38104700-01 Ext. 2800 Cell #: 03009224572 Direct no: 9261802 Email: msumer@iba.edu. pk</p>
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Corporate Relations and Communications Department

Mrs. Malahat Awan

Office: Fauji Foundation Building

(Main Campus) TEL: 38104700-01 Ext. 1200

Cell no. 0302-8711414 E-mail: mawan@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Alumni Affairs	Haris Siddiqui Senior Manager Alumni Affairs	Fauji Foundation Building TEL: 38104700- 01 Ext. 1206 Cell #: 0301- 8245191 Email: hsiddiqui@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302- 8711414 E- mail: mawan@iba.edu.pk
		Tooba Shah Bawaney Executive Alumni Affairs & Resource Mobilization	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext : 1204 Email: tsbawaney@iba.edu.pk	
2	Career Development Centre (CDC)	Danish Imtiaz Manager CDC	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext: 1179 Cell #: 0345- 2251301 Email: dimtiaz@iba.edu.pk	
		Shiraz Ahmed Senior Executive CDC	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext: 1176 Cell #: 0300- 8205762 Email: shirazahmed@iba.edu.pk	
		Javeria Fatima Qureshi Executive Marketing & Communications (CDC)	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 1183 Email: jfatima@iba.edu.pk	
		Ebbad Qureshi Executive Corporate Relations (CDC)	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 1177 Cell #: 0347- 3604055 Email: equreshi@iba.edu.pk	

3	Resource Mobilization	Tooba Shah Bawaney Executive Alumni Affairs & Resource Mobilization	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext : 1204 Email: tsbawaney@iba.edu.pk
4	Communications	Mariam Khan Assistant Manager	Fauji Foundation Building TEL: 38104700-01 Ext. 1208 Cell #: 0300-0339710 Email: mariamkhan@iba.edu.pk
5	Marketing	Mahwish Butt Assistant Manager	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 1817 Email: mbutt@iba.edu.pk
		Christopher Vaz Project Consultant	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 1210 Email: cvaz@iba.edu.pk

ICT Maintenance, Customer Support & IS Services

Mr. Imran Abdul Rahman Batada
 Director ICT & CICT: (City Campus)
 Tel: 38104700-01 Ext. 1104 Cell no: 0300-2010315 E-mail: iarahman@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	PC/Laptop/ Printer/ Help Desk Main Campus	Faraz Baig Coordinator IT Help Desk Main Campus	National Bank Technology Center TEL: 38104700- 01 Ext. 2101 Email:helpdeskmain@iba.edu.pk	Abdul Qadir Zakiuddin (Team Lead) / Asjad Asad Wasi Senior Manager CS&E-G TEL: 38104700- 01 Ext: 1120 Email: aqzaki@iba.edu.pk
2	City Campus	Zeeshan Nasir Resident Engineer	Admin Block TEL: 38104700- 01 Ext: 1105 Email: helpdeskcity@iba.edu.pk	
3	Multimedia Main Campus	Faraz Baig Coordinator IT Help Desk Main Campus	National Bank Technology Center TEL: 38104700- 01 Ext. 2101 Email:helpdeskmain@iba.edu.pk	
4	Email Main and City Campus	Mr. M. Asif Khan Asst. Network Manager	Towfiq H. Chinoy Administrative Building, City Campus Tel: 38104700- 01 Ext: 1103 Email: asifkhan@iba.edu.pk	Mr. Wajeeh Zaidi, Senior Manager IT Towfiq H. Chinoy Administrative Building, City Campus TEL: 38104700- 01 Ext: 1133 Email: smwzaidi@iba.edu.pk
5	Server Administration	Mr. Imran Akhter Server Administrator	Towfiq H. Chinoy Administrative Building, City Campus Tel: 38104700- 01 Ext: 1102 Email: iakhter@iba.edu.pk	Mr. Mansoor Ali, Manager IT TEL: 38104700- 01 Ext: 1111 Email: mali@iba.edu.pk

6	Data Center Networks City Campus	Mr. Mansoor Ali, Manager IT	Towfiq H. Chinoy Administrative Building, City Campus TEL: 38104700- 01 Ext: 1111 Email: mali@iba.edu.pk	Mr. Wajeeh Zaidi, Senior Manager IT Towfiq H. Chinoy Administrative Building, City Campus TEL: 38104700- 01 Ext: 1133 Email: smwzaidi@iba.edu.pk
7	Data Center Networks Main Campus	Mr. Rashid Khan Supervisor Data Center	National Bank Technology Center Tel: 38104700- 01 Ext: 2100 Email: khanr@iba.edu.pk	Mr. Mansoor Ali, Manager IT TEL: 38104700- 01 Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
8	Video Conferencing Equipment Main Campus	Mr. Zeeshan Khan Supervisor VC	VC Room TEL: 38104700- 01 Ext: 2104 Email: zkhan@iba.edu.pk	Mr. Wajeeh Zaidi, Senior Manager IT Towfiq H. Chinoy Administrative Building, City Campus TEL: 38104700- 01 Ext: 1133 Email: smwzaidi@iba.edu.pk
9	Video Conferencing Equipment City Campus	Mr. Asif Ali Senior Video Conferencing Specialist	VC Room TEL: 38104700- 01 Ext: 1119 Cell #: 0333- 2458562 0312- 2523848 Email: asifali@iba.edu.pk	Mr. Wajeeh Zaidi, Senior Manager IT Towfiq H. Chinoy Administrative Building, City Campus TEL: 38104700- 01 Ext: 1133 Email: smwzaidi@iba.edu.pk

10	ICT Customer Support	Faraz Baig Coordinator IT Help Desk Main Campus	National Bank Technology Center TEL: 38104700- 01 Ext. 2101 Email:helpdeskmain@iba.edu.pk	Abdul Qadir Zakiuddin (Team Lead) / Asjad Asad Wasi Senior Manager CS&E-G TEL: 38104700- 01 Ext: 1120 Email: aqzaki@iba.edu.pk
		Zeeshan Nasir Resident Engineer City Campus	Admin Block TEL: 38104700- 01 Ext: 1105 Email: helpdeskcity@iba.edu.pk	
11	Campus Management Support ERP for Main Campus	Muhammad Owais ERP Help Desk	National Bank Technology Center Tel: 38104700- 01 Ext: 2106 Cell #: 0331-2853926 Email: mowais@iba.edu.pk	Ms. Asma Mahmood Team Leader- CMS SolutionFaysal Academic Block TEL: 38104700- 01 Ext: 1109 Email: amshah@iba.edu.pk
12	Campus Management Support ERP For City Campus	Ms. Aqsa Altaf Hussain ERP Campus Executive	Office#1, 7th floor AMAN Tower TEL: 38104700- 01 Ext: 1152 Email: aqsahussain@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700- 01 Ext: 1108 Cell #: 0300- 8961420 Email: mdanish@iba.edu.pk

13	ERP Financials Support	Mehwish Razzak Khatri Team Lead Financials	Faysal Academic Block TEL: 38104700- 01 Ext: 1115 Email: mkhatri@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700- 01 Ext: 1108 Cell #: 0300-8961420 Email: mdanish@iba.edu.pk
14	Web Page/Portal	Syed Ali Akbar Msoovi Assistant Manager	Faysal Academic Block UAN: 38104700- 01 Ext: 1116 Cell #: 0322- 8792044 Email: amsoovi@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700- 01 Ext: 1108 Cell #: 0300-8961420 Email: mdanish@iba.edu.pk
15	Task Management System	Azhar Hussain Senior Web Developer	Faysal Academic Block TEL: 38104700- 01 Ext: 1112 Cell # : 923337056153 Email: ahlarik@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700- 01 Ext: 1108 Cell #: 0300-8961420 Email: mdanish@iba.edu.pk
16	Human Resources Management System	Muhammad Sharif Senior Web Developer	Faysal Academic Block TEL: 38104700- 01 Ext: 1114 Cell #: 0333- 2785909 Email: mjamali@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700- 01 Ext: 1108 Cell #: 0300-8961420 Email: mdanish@iba.edu.pk

17	LMS Support	Muhammad Shabbir	Faysal Academic Block TEL: 38104700- 01 Ext: 1126 Cell #: 0333- 2721025 Email: mjamali@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700- 01 Ext: 1108 Cell #: 0300- 8961420 Email: mdanish@iba.edu.pk
18	KHI Email ID For Students	Muhammad Usman	Office#1, 7th floor AMAN Tower TEL: 38104700- 01 Ext: 1143 Email: ukhursheed@iba.edu.pk	Syed Ali Akbar Msoovi Assistant Manager Faysal Academic Block UAN: 38104700- 01 Ext: 1116 Cell #: 0322- 8792044 Email: amsoovi@iba.edu.pk

Internal Audit Services

Dr. Farrukh Iqbal, Executive Director IBA Office: Admin Block (Main Campus)
TEL: 38104700-01 Ext. 1000 E-mail: fiqbal@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Internal Audit	Mr. Muhammad Khurram Khalid Head of Internal Audit Services	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext: 2288 Cell #:0321- 2288688 Direct No: 9261526 Email: mkhalid@iba.edu.pk	Dr. Farrukh Iqbal, Executive Director IBA Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext. 1000 Email: fiqbal@iba.edu.pk

Finance Department

Mr.Moeid Sultan, Director Finance

Main Campus TEL: 38104700-01 Ext. 2300 Cell #: 0301-2522552 Email: msultan@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Scholarship	Mr.Tanveer Ahmed Assistant Manager Financial Aid	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext: 2312 Cell #: 0322- 9099100 Email: tahmed@iba.edu.pk	Mr. Moeid Sultan, Director Finance (Fauji Foundation Building) (Main Campus) TEL: 38104700- 01 Ext. 2300 Cell#: 0301- 2522552 E- mail: msultan@iba.edu.pk
2	Revenue in Fee's Department	Mr. Syed Jehanzeb Manager Finance (Revenue)	Fauji Foundation Building (Main Campus) TEL: 38104700- 01 Ext: 2320 Email: fees@iba.edu.pk sjehanzeb@iba.edu.pk	

Centre for Executive Education
Mr. Jami Moiz, Director CEE

Office: CEE Office (City Campus) TEL: 38104700-01
Ext. 2001 E-mail: jmoiz@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	CEE Office	VACANT Manager CEE	CEE Office (City Campus) TEL: 38104700- 01 Ext: 1804 Cell #: 0333- 2395369 Email: kbilgrami@iba.edu.pk	Jami Moiz, Director CEE, CEE Office (City Campus) Tel: 38104700-01 Ext: 2001 Cell: 0300-8217943 Email: jmoiz@iba.edu.pk
2	Skill Development	Sumera Muhammad Manager - CEE	CEE Office (City Campus) TEL: 38104700- 01 Ext: 1801 Cell #: 0300- 2702796 Email: smuhammad@iba.edu.pk	

TALENT HUNT PROGRAM

Dr. Junaid Alam Khan, Program Director Talent Hunt Program (Main Campus)

Tel: 38104700-01 Ext: 2651 Cell: 0331-4132566

Email: jakhan@iba.edu.pk

S.No.	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	Talent Hunt Programs Office	Syed Rizwan Ali Bukhari Assistant Manager (Talent Hunt Program) Umesh Kumar (Executive THP) Zahoor Ahmed Detho (Executive II THP)	Tabba Academic Block (Main Campus) TEL: 38104700- 01 Ext: 2632 Cell #: 03212488611 Email: srbukhari@iba.edu.pk TEL:38104700- 01 Ext #: 2557 Cell #: 0336- 9332211 Email: ukumar@iba.edu.pk TEL : 38104700- 01 Ext. 2558 Cell #: 0343- 2588414 Email: zdetho@iba.edu.pk	Dr. Junaid Alam Khan, Program Director, Talent Hunt Program Aman CED Building (Main Campus) UAN: 111-422-422 Ext: 2651 Email: jakhan@iba.edu.pk

Students Pledge

The tenets of the IBA value system are implemented through promoting a ‘culture of greater integrity’. The Honor Code appended below is a statement of pledges based on rules, values or principles governing the conduct of individuals. The Honor Code of the IBA comprises of the following pledges that all members of the IBA community have to make:

1. I affirm to uphold this pledge and conduct myself in accordance with the highest principles of honesty, integrity and responsibility in all my endeavors at IBA and foster an atmosphere of mutual respect within and beyond the classroom.
2. I will uphold all standards of honorable conduct and report any infraction of this pledge.
3. I will not lie, steal or cheat, nor tolerate among us anyone who commits any such acts.
4. I will neither give nor receive aid on any assignment/exam.
5. I will not take unfair advantage of any relationship and act with integrity in the use, evaluation and presentation of facts, data and documents.
6. I will honor, value, protect, preserve the physical identity of the property of IBA and ensure that it is not misused, defaced or vandalized.
7. I truly subscribe to the principle that every student must be a gentleman/lady first.
8. I understand that my obligation to the honor system will be two-fold namely:

Individually,

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

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

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

Signature.....Date..... Name (Class).....

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.

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