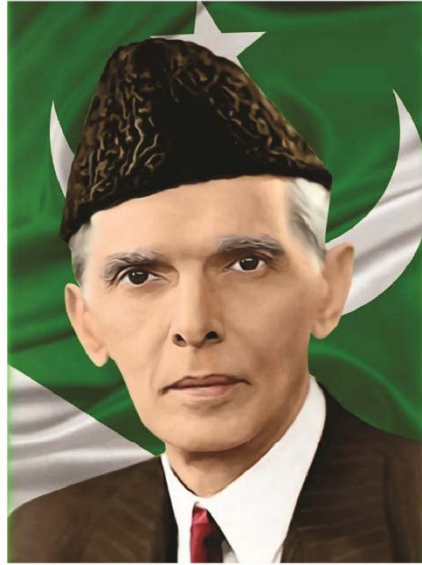


# STUDENT HAND BOOK

**2018-19**





### **Quaid-e-Azam's Message for the Youth**

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

**Quaid-e-Azam**  
Mohammad Ali Jinnah

## **Preface**

A University, 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 Office of the General Manager Administration, 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 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 Student Handbook.

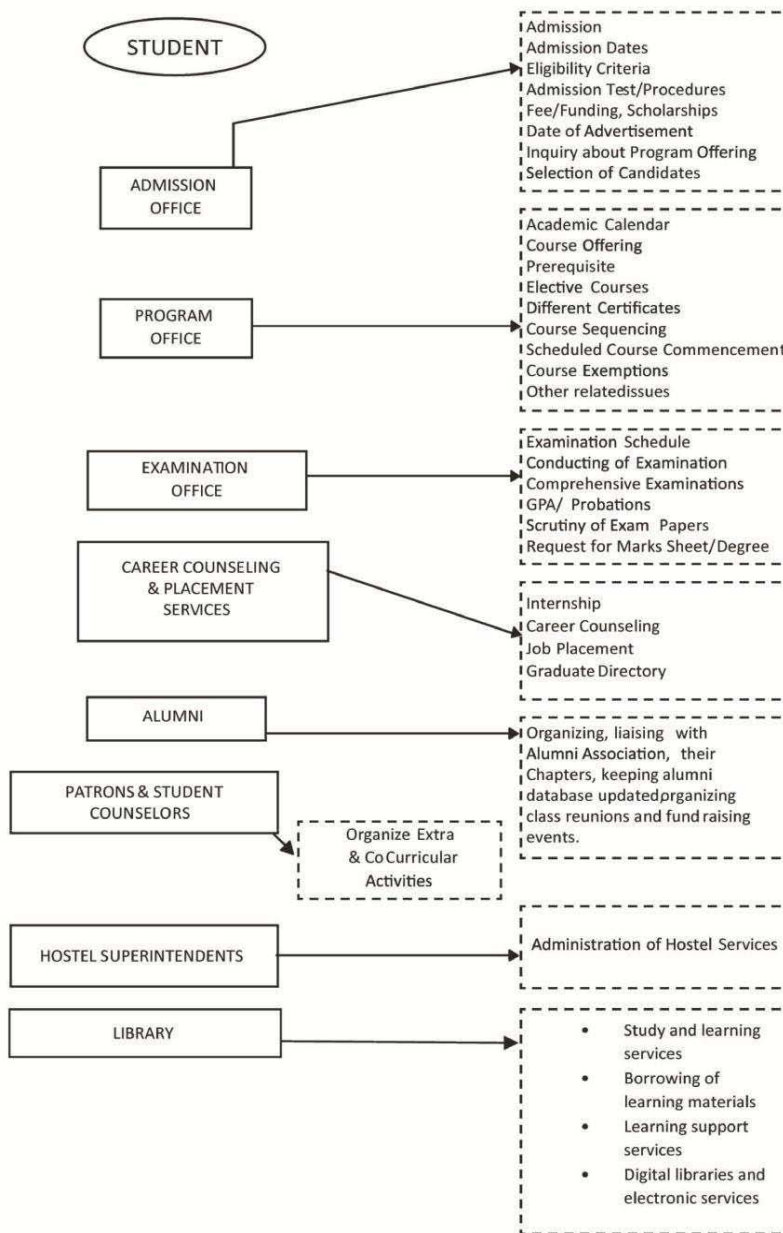
If you have any questions about policies and procedures that have not been specifically addressed in this handbook, please consult with your appropriate Administrator, or the Office of the General Manager Administration. Students suggestions for Student Handbook topics are appreciated and may be submitted in writing to the Office of the General Manager Administration located at First Floor, Fauji Foundation Building, IBA Main Campus at 021-38104700, Ext: 2080 or email at [askhan@iba.edu.pk](mailto:askhan@iba.edu.pk)

**Wing Commander (Retd) Aamer Shabbir Khan**  
**Acting Registrar / GM Administration IBA**

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# OUTLINE OF SERVICES



# INTRODUCTION

## About IBA

The Institute of Business Administration, 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 13000+ 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 multi-disciplinary programs in the Social Science, Economics and Journalism, among others.

### Mission

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

## OUR CORE VALUES

### TRUTH

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

### MERIT

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

### CREATIVITY

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

### DISCIPLINE

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

## **INTEGRITY**

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

## **TOLERANCE**

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

## **HUMILITY**

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

## **TEAM WORK**

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

## **COMMITMENT AND EXPECTATIONS**

IBA commits to provide the following for its students:

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

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

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

5. Attending lectures on time and submitting work and assignments promptly.

### **Ingredients of Professional Training**

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

### **Quality Enhancement Cell**

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

- Compliance with HEC and other Local & 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 one of the vital steps taken to ensure the quality of teaching and learning; institutional functioning as well as the compliance of academic programs and support services with the HEC and other local and international accreditation bodies.

QEC guides and facilitates students using tools such as Teacher and Course evaluation through ERP and other HEC surveys; plagiarism check through Turnitin software, Academic Audits, Facilitation in HEC Online Degree Attestation process; Assurance of Learning required for AACSB, Capacity Building Sessions etc.

#### **QEC Help**

**Dr. Shahid Mir, Director QEC**  
[directorqec@iba.edu.pk](mailto:directorqec@iba.edu.pk) Ext-2621

**Ms. Suraiya Khatoon, Manager QEC**  
[skhatoon@iba.edu.pk](mailto:skhatoon@iba.edu.pk) Ext-1834

**Mr. Faisal Zaka, Assistant Manager, QEC**  
[fzaka@iba.edu.pk](mailto:fzaka@iba.edu.pk) Ext. 1836



Timings  
8:30 am – 4:30 pm (Mondays-Fridays)  
QEC Website  
<http://qec.iba.edu.pk/>

## **ACADEMIC GUIDELINES**

### **Attendance**

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

1. Attendance is taken in the beginning of the class.
2. Late comers are marked 'absent'
3. If a student accumulates more than the permissible absences (*Absences policy available in the Program Announcement 2018-19*), he / she is awarded an 'F' in that particular course.
4. Students found tampering with attendance records, in any way, will immediately be expelled from the institute.

### **Withdrawal from a Course**

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

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

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

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

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

### **Semester Freeze**

1. Full time students may apply for semester freeze by submitting a formal application to the program office. However, students on probation are not

allowed a semester break. All courses are marked as withdrawn when a semester break is applicable.

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

### **Conditions for Withdrawal from courses**

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

### **Procedure for withdrawal from courses**

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

1. The request for withdrawal has to be made after the announcement of midterm/ second term examination result.
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 under may lead to cancellation of the paper and any other penalty deemed appropriate by the Discipline Committee:

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

- e. Cell phones, Smart Watches & Other Electronic Gadgets are prohibited inside the examination rooms. If a student is found in possession of a cellphone, his/her paper will be cancelled and or penalized Rs. 10,000/- on the first time and of Rs. 20,000/- if caught another time.
2. During an Examination
    - a. Students are allowed to leave after 30 minutes have passed.
    - b. Any kind of communication between the students is a violation of examination rules. This will be treated as an offence under the 'Use of Unfair means'.
  3. At the end of the Examination
    - a. Once the exam time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his/her hand.
    - b. Students must fill in the relevant details on the front cover of the answer booklet
    - c. Examination Answer Booklet and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet.

### **Plagiarism/cheating**

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

Some illustrative examples of plagiarism are:

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

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

### **Evaluation**

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

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

### **Mentor Scheme**

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

### **Class Representatives**

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

### **Instructional Spaces**

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

### **Lecture Timings**

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

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

The subject and course requirements will determine the number of classes in a week. All information will be available in the class time table displayed on general notice board and IBA portal.

#### **EMBA & Part-time students**

Lectures for EMBA and part time students are held on weekends between 6:00 p.m. to 9:00 p.m. on Saturdays and 9:00 a.m. to 5:00 p.m. on Sunday with a 15 minutes break in the middle of the lectures.

### **Recommendation Letter**

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

## **Code of Conduct: Rules & Regulations**

### **General**

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

### **Smoking**

1. To benefit the health and security of the bulk of the IBA community, it is our endeavor to convert the complete premises of IBA Karachi into a 'No Smoking Area'.
2. Also, the smoking of sheesha or other similar contraptions is strictly prohibited all over IBA and at all times.
3. Unlawful possession, use, purchase, or distribution of alcohol or drugs at IBA is prohibited.
4. Non-compliance of smoking policy will result in fines and disciplinary action as applicable for violation of rules.
5. Students are advised not to smoke in the vicinity of Karachi University as 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 & Security**

1. Always keep a laminated copy of your NIC (National Identity Card).
2. Students are advised, at all times, to display their IBA ID card and take care of their personal belongings. Lost ID cards can be replaced for Rs.1000 at the DPO (Fauji Foundation)
3. Any student found lending his ID card to an outsider, to get past the security, will be penalized with a fine of Rs.5000/= or subjected to disciplinary action. This is a violation of IBA's policy.
4. Safety & Security of personal belongings of students is their personal responsibility; IBA will not be responsible for any loss of these items on account of carelessness / irresponsible behavior.
5. All lost items are, nevertheless, to be immediately reported to the concerned Admin Manager / Hostel Manager, so that necessary action can be initiated to facilitate recovery / identification of culprits.

### **Lost & Found Procedure:**

- All the lost and found items must be handed over to the Security Department immediately. At Gate 4 premises, the lost and found items are to be returned for safe custody. While in City Campus, it is to be in CCTV Room.
- Non Valuable items like stationary items etc. will be logged and stored in the housekeeping department.
- All the valuable items will be logged in Security Rooms at both Campuses and entry to be made in lost and found register but to be stored in Safe lockers.
- All the lost items found will be given number, their description, location where found and the person who found it. The housekeeping or Security Guard or CCTV operator should sign in the register for receiving the lost items.
- At the time of delivering the items to the Student or faculty/ staff, it has to be signed by both the parties in the lost and found register.
- In case of posting/ mailing the item, it will be done by Security department just in case. The confirmation of the address has to take through fax/email. All the efforts should be made to trace the owner.
- No one is allowed to take home lost and found item. At the time of handing over lost and found item, the CCTV camera must be in operation for record purposes.

- These steps are being taken for bringing a culture of care for the students. Purpose is to reduce thefts.

### **False representation**

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

### **Unauthorized Entry or Access**

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

### **Unauthorized Use of IBA's Facilities or Services**

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

### **Theft and Vandalism**

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

### **Retaliation**

IBA will not tolerate retaliation. Retaliation can take many forms, including continued abuse or violence, threats and intimidation. Retaliation should be reported promptly to the 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 and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on IBA's property or its environs. Items such as knives that could be viewed as weapons are forbidden.

### **Ragging**

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

The following acts will constitute ragging:

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

### **Public Display of Affection**

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

### **Harassment**

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

- Dr. Huma Baqai (Chairperson)
- Dr. Shakeel Khoja (Member)
- Ms. Ghulam Fatima (Member)

### **Dress Code**

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

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



**Protecting Student identity**

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

**Political Endorsements**

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

**Social Media Guidelines:**

The following code of conduct has been compiled to serve as a guideline to 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 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 it is a 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 or of students, this also includes cyber-bullying. Strict disciplinary action will be taken by 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 person through texts, e-mail, web pages or instant messaging.
  - Spreading lies and rumors about an individual through the 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.
7. Students should have all the facts before posting something and should cite sources where applicable.

## **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.

## **Extra-Curricular Activities:**

Students are advised to conduct all sports and other extra-curricular activities within the premises of the Student Alumni 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 investigates violations of the IBA Code of Conduct and recommends penalties for the same.

Members of the Discipline Committee are appointed by the Executive Director. The following are typical members: General Manager, Administration; Head of Human Resources; Student Counsellor; and Designated Faculty.

Members of the Discipline Committee normally serve for 3 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 meeting quorum to be achieved.

The Discipline Committee may recommend the following penalties to the Executive Director after carrying out a thorough investigation.

## **Minor Misconduct**

- Issuance of a warning letter.
- Monetary fine up to Rs..10,000
- Letter of apology to be solicited from the student / parents.
- Meeting between parents and Discipline Committee.
- Suspension from classes for a week or more.
- Removal from elected or appointed positions in student societies

## **Major Misconduct**

- Assignment of failing grade (F) in course
- Suspension for one or more semesters.
- Expulsion from the Institute.
- Any other consequence as the Committee deems fit.

The final decision on the penalty to be awarded rests with the Executive Director. Students who wish to dispute the Executive Director'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.

# Student Facilitation

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

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

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

## Library

IBA library offers students not only study materials but also variety of learning and study spaces to augment their life-long-learnings. Students are expected to abide by library rules to help library staff in creating enabling environment which is propitious for learning. Please do not hesitate to ask staff for any help or assistance whenever you feel the need or face any difficulty in using library spaces, resources, services & facilities.

### Library Conduct and general rules

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

- Leave personal belongings at the designated place by stowing them into bins.
- Library is a quiet study place, speak quietly and gently and do not make noise so that others who want to concentrate may not get disturbed. Students are advised to reserve Collaborative Spaces for discussions and interactive studies.
- Phone calls shall not be received or placed with in library premises, make sure the cell phone is on silent mode.
- Treat library materials, you use, with care, and do not mark, underline, and mutilate or tear pages.
- Do not change the order of library furniture or other fixtures.
- Avoid bringing food items in the library as eatables are not allowed in the library.
- Leave library materials on the tables after reading and consulting them and do not attempt to place them back into the shelves.

- Library staff reserves the right to inspect any materials being taken out of the library premises.
- Take care of your belongings as library does not hold any responsibility for the loss or damage, in any case.
- Library privileges may be denied to the students who violate and breach library rules and norms or who are otherwise guilty of "misbehavior".
- Library membership of the students, who breach or violate library rules, may be cancelled /suspended for certain period.
- A list of suspended library users will be displayed on library notice board and will not be allowed to enter the library during suspension period.
- Observe 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. Students can activate their membership by submitting/signing library membership form. The borrowing privileges may vary depending upon the borrowers' category and the nature of library materials:

<b>Borrowers' Category</b>	<b>No. of Books</b>	<b>Loan Period</b>
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

- Any library material borrowed by any library member is subject to recall, if required, hence the loan period should not be taken as legitimate right to keep the material till the due date.
- The books tagged as general collection may be re-issued three times for an interval of 14 days each, provided there is no reservation or hold or recall request.
- Reference and reserved materials, journals, magazines, and newspapers can only be consulted within library premises and cannot be borrowed.
- Students who do not return library books in timely manner will automatically lose the privileges to draw more books from the Library until they return all the items they have borrowed.
- Borrowing privileges may also be suspended for the students who are constantly irregular in returning books or involved in violating library rules.

### **Library Fines and Fees**

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

- General collection (14 day Books) - PKR 10/- per day per volume, maximum to

the replacement cost of an item or PKR 5000/- whichever is higher, as late return charges.

- Course reserves may be borrowed for 3 hours, with late returned charges of PKR 50/- per hour.
- Reserve, reference, temporarily borrowed material for overnight – PKR 10/- per library hour, maximum to PKR 5000/- or replacement cost, whichever is higher.
- Replacement cost for the lost or damaged materials would be calculated as '*current list price*' of an item by adding 50% of '*current list price*' as processing fee.
  - '*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 PKR.
- 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.
- Fine will continue to accumulate on daily or hourly basis on all overdue items until the item is renewed, returned, reaches to maximum fine, or is declared as lost either by the borrower or by the Library.
- PKR 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.

Students found violating or breaching library rules will be charged disciplinary fine, ranging from PKR 500 to PKR 2000, as determined and assessed by the staff on duty depending upon the type and nature of an offence.

## **Computing & ICT Services**

The Information and Communication Technology department provides ICT services to IBA Main and City campuses, hostels and staff town, serving a total of around 3000 users on and off campus. The principal aim of the ICT department is to bring state of the art technology in to IBA, provide essential services and promote automation.

### **Lab Availability**

1. Computer labs are operational from 08:00 till 16:00 from Monday to Friday, for computing and printing facilities.
2. Students are prohibited from entering labs during a lecture, in order to keep the disturbances minimal.
3. Printing facility is accessible on a first-come, first-served premise.
4. Note that only 25 pages per semester can be printed by one student from the lab, other than that, should be done from the photocopier.

5. In case of any loss of data, staff will not be held responsible. To avoid losing data, students are highly recommended to save their work on a regular basis.

### **Login Account Policy**

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

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

### **Workstation Usage Policy**

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

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

### **IT Help**

**Asjad Asad Siddiqi** (Main Campus) Manager P&CS &  
LABs [asjad@iba.edu.pk](mailto:asjad@iba.edu.pk) Ext-2107

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

**Timings**

8:30 am – 4:00 pm (Mondays-Saturdays)

**Network Operation Centre/Wi-Fi Technology**

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

**Noman Abrar** (Main Campus)

[nabrar@iba.edu.pk](mailto:nabrar@iba.edu.pk) 0300-2891220 Ext-1123

**Atif Anwer** (City Campus) [atifkhan@iba.edu.pk](mailto:atifkhan@iba.edu.pk)

0322-2687376 Ext-2109

## **IBA Career Development Centre (CDC)**

The Career Development Centre (CDC) at IBA is dedicated to facilitating the



students and alumni in career development and job search thereby increasing the employability of IBA students.

CDC strives to achieve its mandate by organizing workshops on different career themes and career specific seminars. It conducts career planning sessions, provides one-to-one guidance and advisory services to students, arranges



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

**Workshops and Seminars:**

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

**Recruitment Drives:**

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

**Mock Assessments:**

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

**Job Announcements:**

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

**Graduate Directory:**

The CDC publishes a graduate directory for employers every year as another talent-search resource. This graduate directory serves as a depository of information for recruitment of potential employees. Soft copies of these profiles are also shared with many employers in the country and overseas. Employers can avail their copy by sending their request at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk).

**Job Fair:**

This annual event offers prominent industry players a great opportunity to brand and market their corporate image to emerging leaders. This fair is an ideal

opportunity for prospective employers to interact with the students. The CDC's role is to ensure that various companies across different sectors are invited to the Job Fair to maximize student and employer exposure.

**Career Resource Material:**

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

**Team CDC**

**Ms. Malahat Awan**

Head of Alumni Relations, Graduate Placement, Resource Mobilization & External Relations

Email: mawan@iba.edu.pk

Phone: 38104700 Ext. 1200

**Mr. Haris Siddiqui**

Senior Manager, Alumni Relations, Graduate Placement, Resource Mobilization & External Relations

Mobilization and CDC

Email: hsiddiqui@iba.edu.pk

Phone: 38104700 Ext. 1206

**Mr. Danish Imtiaz**

Manager – Career Development Centre

Email: dimtiaz@iba.edu.pk

Phone: 38104700 Ext. 1179

**Mr. Shiraz Ahmed**

Senior Executive - CDC

Email: shirazahmed@iba.edu.pk

Phone: 38104700 Ext. 1176

**Ms. Javeria Fatima Qureshi**

Executive, Marketing & Communications-CDC

Email: jfatima@iba.edu.pk

Phone: 384104700 Ext: 1183

For Further Details:

**Mr. Ebbad Qureshi**

Executive, Corporate Relations-CDC

Email: equreshi@iba.edu.pk

Phone: 384104700 Ext: 1177

Career Development Center (CDC)  
Institute of Business Administration  
Main Campus  
Room no. 212, 2nd Floor, Fauji Foundation Building, IBA Main Campus,  
Karachi University, University Road, Karachi – 75270  
Phone: 92-21-38104700 | Ext. 1176, 1177, 1179, 1183  
Email: [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk)  
Website: [cdc.iba.edu.pk](http://cdc.iba.edu.pk)

Meeting Hours:  
Monday – Friday: 9:30 a.m. – 4:30 p.m.

## **Alumni Student Center**

The students hand book is brief, clear and help full for the readers to understand IBA's culture, rules & regulations, facilities and operational processes in and out about IBA.

It's nice to read to Student hand book; I have little concern about the section of Alumni Students Center that is as under:

In the Alumni Students Center, we have facilities of

- Event Hall for the educational and social purposes,
- Resource Center for the society's work purposes,
- Amphitheatre for the social, cultural and educational stage programs,
- Society offices to facilitate societies for completing their given task such as interview, planning, meeting etc.
- Students Lounge, calm and cozy place to relax during free time.

Apart from the indoor social and academic events facilities, IBA Student center and sports Department is providing 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.

Indoor facilities are badminton, table tennis, gym, snooker and board games as well as the outdoor facilities included cricket, football, volleyball, lawn tennis, futsal, throw ball, netball and basketball, athletics and handball ground with day and night flood light services. Professional coaches have their evening sessions with IBA sports teams to enhance their skill related components and performance.

IBA Student center and sports facility is promoting potential players by giving them chance to play at national and international level.

### **Cafeteria Services**

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

#### **Timings**

Timings of Cafeteria at Main Campus Adamjee

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

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

Timings of Cafeteria at City Campus Aman

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

### **Video Conferencing**

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

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

Zeeshan Khan (Main Campus)  
zkhan@iba.edu.pk  
 0333-3938864, Ext-1106

Asif Ali (City Campus)  
asifali@iba.edu.pk  
 0333-2458562, Ext-1106

### IBA Radio Channel

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

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

## Transport Services

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

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

<b>STUDENTS BUS POINT ROUTES FOR IBA MAIN CAMPUS</b>		
<b>Point - A (IBA Hino Bus)</b>	<b>Point - B (IBA Bus)</b>	<b>Point - C (IBA Coaster)</b>
<b>Registration No.EB-2245</b>	<b>(Registration. No.GA-6867)</b>	<b>(Registration No.GA6869)</b>
<b>Time:6:45 a.m. - 8:15 a.m.</b>	<b>Time:6:45 a.m. - 8:15 a.m.</b>	<b>Time:6:45 a.m. - 8:15 a.m.</b>
<b>1:00 - 2:50 p.m.</b>	<b>1:00 - 2:50 p.m.</b>	<b>1:00 - 2:50 p.m.</b>
<b>4:00 - 6:15 p.m.</b>	<b>4:00 - 6:15 p.m.</b>	<b>4:00 - 6:15 p.m.</b>
<b>5:30 - 6:30 p.m.</b>	<b>5:30 - 6:30 p.m.</b>	<b>5:30 - 6:30 p.m.</b>
<b>(Nasser Ahmed, Driver Cell No.0300-2149520)</b>	<b>(Abdul Rahim, Driver Cell No.0322-2955236)</b>	<b>(M. Jamil, Driver Cell No.0343-2356189)</b>
IBA City Campus, Saddar	City Campus, Saddar	City Campus, Saddar
Metropole, Clifton Bridge	Metro Pole, Clifton Bridge	Mehran Hotel
Schon Circle/Boat Basin	3 Talwar, 2 Talwar	Cantt. Station, Gizri
Abdullah Shah Gazi	License Branch Clifton	Gora Kabrustan, Nursery
Defence/Ideal Baker	Abdullah Shah Ghazi	Awami Markaz, Karsaz
Saudi Embassy, Sultan Masjid	Sea View, DHA Phase-VIII	Dal Mian Road
Defence Phase IV, II	Kala Pul, Gora Kabrustan,	Askari Petrol Pump

Hino Chowrangi	FTC Building Nursery, Karsaz, Dalmiyan	Johar More
Baloch Colony Fly Over	Askari Petrol Pump, NIPA	Johar Chowrangi
Shahra-e-Feisal	Safari Park	Safari Park
Askari Petrol Pump	Maskan	Sui Gas Road
NIPA Fly Over/NIPA	IBA Main Campus	Maskan/IBA Main Campus
Sir Syed University/K.U Silver Jubilee Gate, Main Campus		

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

### Shuttle Service between Main and City Campus

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

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

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)

### Emergency Medical Services

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

### Evacuation & Accidents

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

1468 (Security Manager) and at 2010 (Senior Executive Administration) for the Administration Block. For City Campus, Help Desk extension is 1460 for Security and 1008 for (Manager Administration).

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

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



## **IBA HOSTEL**

The IBA Hostel provides accommodation facilities for the IBA students belonging outside Karachi and from abroad. The charges for hostel accommodation are Rs.55000/- per semester, with an additional Rs.1000/- (refundable) for security deposit for new students only. This does not include mess charges and other ancillary expenses.

### **ACCOMMODATION AND HOSTEL CAPACITY**

The twin IBA Boys' Hostels have 216 single rooms, 7 twin rooms and 9 dormitories, and can accommodate up to 250 male students. Hostel provides number of facilities to its occupants like indoor and outdoor game facilities; lounges are equipped with LCD TV screen & satellite decoder. High speed internet service with Wi-Fi facility, mess facility, laundry facility and Tuck Shop are available and operational within hostel premises.

### **HOSTEL OCCUPANCY PROCESS**

Regular and full time students belonging outside Karachi are eligible to apply for the hostel facility. However, in exceptional cases other students may be permitted to stay in the hostel for short duration with the prior approval of the Superintendent Boys Hostel. Students needs to go follow following process to avail the hostel facility:

- Students meeting above criteria and interested to avail the hostel facility shall submit an application or Hostel Room Allotment Form, duly filled, along with three passport size photographs to the Hostel Warden/ Superintendent, who will be responsible for allotting rooms on basis of availability of room/dorm or hall.
- Students will be considered for residence space allotment at hostel once they submits hostel fees/ charges prescribed by finance department for any respective semester along with one-time security deposit amount in the designated bank. Students need to pay hostel fees in advance / start of each semester to avail the hostel facility.
- The applicants will have to furnish a written guarantee from their parents/ guardians, holding them responsible for the payment of the hostel dues, in case of non-payment by applicant/ occupant. Applicant will sign a written undertaking form mentioning all the rules and regulations and counter signed by parents/guardians as assurance the candidate will observe hostel rules.
- Hostel is a facility, students cannot claim it as a right.

## HOSTEL RULES AND REGULATIONS

Occupants need to follow certain rules & regulation during their time of stay at IBA Hostel. Failing to abide by rules & regulations may cause expulsion from the hostel as well as from institute depending upon the violation and vary case to case basis.

For this purpose, hostel residents must be aware of following Hostel Rules & Regulations. Ignorance of the rules & regulation will not be an excuse in case of violation:

- Residents shall be under the disciplinary control of the Superintendent.
- Residents shall sign a receipt of Hostel property in their rooms and shall be responsible for any loss or damage.
- Residents are not allowed to 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 period of three days. A resident can avail this facility twice in a semester.
- Residents shall not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures anywhere in the Hostel without prior approval of the Hostel Superintendent. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is strictly not allowed.
- Residents should not disturb their fellow residents by loud music at a high volume, or cause any other discomfort. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television provided in the common room must be switched off or volume turned down after 10:00 pm. Silence hour should be maintained strictly after 10:00 p.m. in the Hostel so that residents can devote their time to studies. These rules are intended to ensure a conducive environment for all residents.
- No societies shall be formed and no meetings shall be held within the premises of the Hostel. Parties, social or gatherings in the hostel complex are not permitted without the prior and written consent of the Superintendent Boys Hostel.
- Residents are not allowed to give tips or make any other kind of payment to the sweepers, bearer, or any other employees of the Hostel.
- Residents are not allowed to use electrical appliances, except a P.C., 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.

- Use of electric iron in room is not allowed. In case of non-compliance iron will be confiscated and fine will be imposed on resident.
- Residents are themselves responsible for safe & secure custody of any 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.
- Possession, custody or access to liquor, drugs, or intoxicants of any kind, gambling appliance, lethal weapons of any description, explosives or fire arms. Hostel residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession. Infringement shall be severely dealt with. Hostel residents who are found in intoxicated condition will be expelled from the hostel. In this regard Hostel Management reserves the right of random medical checkup of suspected residents.
- Entire hostel premises are tobacco free zone.
- Residents committing serious offences such as violation of the rules and regulations of the Hostel, holding meetings or collection of subscription without prior approval of the Superintendent and non-payment of dues shall be subjected to disciplinary action, including expulsion from the Hostel / IBA depending upon the seriousness of the crime.
- All residents should be in the Hostel by 12:00 A.M every day and are not allowed to leave the hostel before 6:00 A.M. Residents wishing to stay outside the Hostel (from 10:30 p.m. to 7:00 a.m.) may write the necessary particulars in the Overnight Stay Register. Fine will be imposed on the boarders habitual returning late.
- Female visitors shall be received only in the office of the Warden and under no circumstances female visitors will be allowed to enter individual rooms / common spaces.
- All residents should ensure that the persons visiting them fill in the necessary particulars in the Visitors' Book.
- Residents are not to enter into any conflict with the employees of the Hostel. The complaints against the Hostel staff should be brought to the notice of the Hostel Warden / Superintendent.
- No resident(s) shall be allowed to take any crockery into their rooms.
- No resident shall open the door of another resident's room without their permission.

- All cases of illness should be immediately reported to the Hostel Superintendent/ Warden, who shall make necessary arrangements for medical assistance.
- Residents found indulging in horse play, ragging, any form of political activity or indecent conduct will be reported to the Discipline Committee for award of penalty according to the nature of the offence.
- Residents found in smoking or using tobacco will be fined, if residents are found repeatedly smoking, their hostel facilities will be suspended.
- Residents should leave the Hostel within one week after the declaration of their last examination results and report their departure to the Hostel Administration.
- Residents once expelled from the Hostel shall not be admitted or allowed to stay in the Hostel even as guest / visitor.
- Residents shall be under obligation to conform to all the rules and regulations that may be enforced in the Hostel from time to time.

## **BEHAVIOUR, DISCIPLINE IN HOSTELS**

### General

A hostel premises is a place where students can have the best possible environment for conditions for study and adequate rest. These rules are intended to ensure a conducive environment for all residents.

- Residents are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- Vandalism is a very serious offence. Residents found guilty of committing such an offence can be evicted from the hostel.
- In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the Hostel Warden.

### Upkeep

Residents are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy all times. All fans, lights and electrical appliances must be switched off when not in use.

- Common hostel furniture must not be moved without the permission of the Hostel Warden.

- Any damage to the hostel property must be reported immediately to the hostel staff. Hostel resident will be charged for all damages except damages caused by normal wear and tear.
- Hostel residents are not allowed to keep soiled clothes or put shoes outside the room.
- The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the residents.
- Maintenance Staff or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Warden/ Superintendent. However, every effort will be made to respect the privacy and dignity of the residents.
- The hostel management reserves the right to move residents to other hostel units if there is a necessity.
- Residents are not permitted to sleep anywhere other than in their own room. Sleeping in the T.V. lounge/ Common room is strictly prohibited, disciplinary action shall be taken against habitual violators.
- Any resident who find his room-mate missing for more than 24 hours, must report to the Hostel Warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident has taken place. Your cooperation is very much appreciated.
- Residents should ensure that persons visiting them fill in the necessary particulars in the visitor's book placed at Main Gate.
- Pets are not allowed in the hostel complex.

The below mentioned actions may lead to expulsion from the Hostel:

- Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- Violation of public morals such as use of indecent and filthy language, undesirable remarks and gestures.
- Playing of music, making noise or indulging in rowdy behavior in a manner which may cause inconvenience to other residents of the hostel.
- Changing the duly allocated room without prior permission in writing from the Hostel Warden.

- Causing damage to furniture, fixtures of the hostel by any act of omission or commission.
- Tampering with machinery or unauthorized use of hostel facilities.
- Adding, abetting in facilitating trespass in the hostel by an unauthorized person under any circumstances.
- Acts involving moral turpitude or cognizable offences.
- Defiance of authority and breach of discipline.
- Acts like abusing, quarreling, use of force and insolence towards others.
- Indulgence in acts, which may cause insult or physical injury to the students, faculty, staff of the institute, or any other person.
- Spreading by words of mouth or written material, religious, sectarian, ethnic regional or linguistic conflicts/ hatred.
- Damaging any institute property, including buildings and equipment.
- Sale, distribution or consumption of intoxicants in the institute campus including hostels.
- Obstructing the functioning of the hostel staff or causing disruption of peaceful atmosphere and other activities in the hostels.
- Providing shelter to illegal/unauthorized occupants in the hostel.

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the resident informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

Students are advised to follow all the hostel rules formulated by the hostel administration. Violation of rules shall be penalized by fines, suspensions or dismissal from the hostel in accordance with the nature of the offence

For further information regarding the IBA Hostels, please contact Mr. Jami Moiz (Superintendent Boys' Hostel, Ext: 2001) and Mr. Mujahid Hussain Detho (Warden Boys' Hostel, Ext: 2015).

# PERSONAL & INSTITUTIONAL SECURITY

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

## 1. General Safety Tips

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

## 2. Institutional Safety Tips

- a) IBA is not responsible for any loss, damage or any kind of mishap with the student's personal belongings.
- b) It is mandatory for all IBA students, staff, inclusive of full time, part time, daily wagers, to wear IBA identity cards while on duty. These cards will be prepared by the Program Offices.
- c) IBA security staff on duty is authorized to request any person entering IBA to prove / show their identity and wear the IBA identity card.
- d) Comply with the instructions of Vehicle Security. Obtain valid vehicle pass and display sticker for entry into IBA premises.
- e) Allow time for inspection of vehicles at IBA entry points. Unchecked / Unauthorized entry of vehicles is a grave danger to security.
- f) Before leaving, lock your vehicle. Park at your own risk policy applies.
- g) Carefully plan and execute security arrangements of functions such as concerts. Avoid late night functions.
- h) Filter terrorizing messages and confirm their validity before informing others.
- i) Don't leave your personal belongings e.g. bags etc. un-attended.
- j) Security staff must be informed well in advance of the arrival of guests / visitors including providing of vehicle registration numbers in cases where vehicles are required to enter IBA premises.
- k) Never bring any weapons/drugs/explosive material to campus/hostels. The institute holds a zero tolerance policy towards possession of arms/weapons explosive and inflammable material, drugs etc. in the campus.
- l) Usage of cell phones in classrooms and library is forbidden.
- m) Visualize the emergency situations and prepare contingency plans. This must be done at both organizational and personal level.
- n) Don't leave cell phones and laptops unattended.
- o) Use of barrier pass on a vehicle with a different registration number is not allowed. Please obtain fresh barrier pass when vehicle is changed. **Students found**

in possession of fake/duplicate barrier passes will be penalized according to IBA policy.

p) In case of vehicle theft/Lost, follow the mentioned below procedure:

- i. Contact CPLC 24/7 Call Centre Helplines 021-35662222 & 021- 35682222 or any other CPLC Office for lodging complaint of snatched/ Stolen vehicle.
- ii. Provide at least initial information of vehicle i.e. registration Number, make color and place of the incident.
- iii. Also inform 15 control to relay the message of snatched/stolen vehicle.
- iv. To reach CPLC- Phone No.+92(21)35683333, UAN No. 111 222 345, E-mail [Info@cplc.org.pk](mailto:Info@cplc.org.pk)

q) In case of mobile theft/lost, Follow the below mentioned procedure:

- i. Call police at 15 to report your missing handset and place a recovery request, even if you think they won't do anything.
- ii. Call PTA at their toll-free number 0800-25625 to make your phone inoperative.
- iii. Call CPLC (Citizens-Police Liaison Committee) at 021- 5682222 to make your phone inoperative – Karachi only.

### 3. Parking on campus

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

a) For reasons of sustainability and community, a car sticker is mandatory for all students.

b) Carpooling /ride sharing is a good practice. However, only car with student driver is allowed to enter through gate 4. Passengers should be dropped off for entry through the side gate for entering into the campus.

c) Vehicle should not be accelerated beyond 15 to 20 km/h

d) Cars with tinted glasses are not allowed to enter the campus. If your car has tinted glasses, lower the windows so that the guard can see inside.

e) To ensure safety, helmets are encouraged to be worn while riding a two-wheeler.

f) To provide maximum space for self-driven vehicles, a chauffeur driven vehicle with sticker may on occasions be asked to park / wait outside the IBA campus at Muskan gate.

g) Person to whom the sticker is issued will undertake to park his / her vehicle in the assigned area namely the area earmarked for faculty, staff, students or two wheelers as the case may be.

h) Vehicle owners are to properly secure their vehicles with dual lock system etc. Better to have your vehicle insured. In case of loss or theft, IBA will not be responsible. Do not leave valuable item in your vehicles.

i) 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 above mentioned location. Students are advised to pass on this information to their drivers/chauffers to avoid any inconvenience.



j) 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 to park their vehicles in the above mentioned areas.

k) Student are allowed to park their vehicles starting from the ring road and extended till the parking behind Aman CED.

j) The checking procedure from Muskan gate till parking of vehicle at Student Centre 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**

a) Car stickers are issued to only Students, Staff and Faculty/Board members of IBA who are maintaining cars either on their names or against the names of their close relations (i.e. wife, husband daughters or sons). Under normal circumstances not more than one sticker is issuable

b) Students will be issued with one sticker only- one for car and one for bike.

c) The validity of the Car Sticker will be for a maximum period of one year.

d) Possession of IBA sticker does not excuse the holder from being asked by security / gate staff to prove his / her identity if required.

e) Any violation of instructions or incidence of misuse of the privilege of possessing a car sticker may lead to cancellation of the sticker.

#### **5. Procedure for obtaining vehicle sticker**

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

a) Apply online by visiting [www.tinyurl.com/ibastudent](http://www.tinyurl.com/ibastudent).

b) Sticker will be ready within 2 working days.

c) Bring following documents at the time of sticker collection:

i. Copy of NIC

ii. Copy of driving license

iii. Copy of IBA Student card / current fee deposit slip

iv. Copy of Registration Book

v. 2 x photographs 1x1 in case of motor bike pass.

vi. Authority letter (incase vehicle is on leasing / bank name)

d) Stickers can be collected from: -

i. For Main campus, security office located at ground floor room no.7, Fauji Foundation Building. UAN No. 111-422-422, Extension # 2467.

ii. For City campus, security office located near entrance. UAN No. 111-422-422 Extension # 1468.

e) Rs. 100/- will be charged for fee voucher per sticker.

f) As per the instructions issued by KU officials and limited parking space, student will be issued with one sticker only

## IBA Main Campus



## STUDENT COUNCIL & SOCIETIES

### THE IBA STUDENT COUNCIL (ISC)

#### **Composition**

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

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

#### **Responsibilities**

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

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

## **THE STUDENTS SOCIETIES AND CLUBS**

### **Composition**

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

<b>Appointment</b>	<b>Total No.</b>
Manager	1
Assistant Manager	1
Treasurer	1
Event Coordinator	5

## **The Executive Council**

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

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

## **Job Descriptions**

### **A. The Patron**

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

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

### **B. Office Bearers of IBA Societies/Clubs**

#### **1- Manager:**

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

- i. Decisions about the society, its logistics and its budget.
- ii. Plan and outline the events and conferences to be conducted by the society, book the venue, prepare the calendar of events, get it approved from the Patron and disseminate to the Administration, Finance Departments and Student Councilor.
- iii. Acquaint each member of the committee with its function, responsibility and duty
- iv. Conduct interviews, form a management team for individual events, divide the team into different departments and assign heads to each department.

- v. Arrange sponsorships from the corporate sector and deal directly with the clients associated with the society events.
- vi. Prepare a closing report at the end of the tenure and submit it to the Patron to ensure the sustainability of the society.
- vii. Brief the Patron /office bearers with the standard operating procedures and ensure compliance with the financial guidelines for organizing various events.
- viii. The Manager should ensure that report on each event duly approved by the Patron, should be described and documented on the IBA Web / portal reports section within two days after the closure of event.

**2- Assistant Manager:**

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

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

**3- Treasurer:**

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

- i. Scrutinize the sponsorship proposals / MOU's, receipts and expenditures.
- ii. Prepare RFQ and obtain proper quotations for goods and services made available to societies.
- iii. Keep track of all the receipts and expenditures.
- iv. Ensure that the total expenditure on society events does not exceed the allocated budget.
- v. Prepare and present the society's budget and financial position. Provide financial statements and bank reconciliation statements at the end of the year.
- vi. Coordinate with Finance department and ensure that payments for goods, services and facilities utilized by the society are made on time and receipts obtained.
- vii. Compile and send details.
- viii. Ensure that all provisions and rules given in the Financial Guidelines for Societies / Clubs are being complied.

**4- Event Coordinator (EC):**

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

- i. Allocate duties to individual members of the society / club pertaining to the conduct of an individual event.
- ii. Develop and distribute the promotional material related to a particular event.

- iii. Ensure the orderly sale of tickets and entry, assembly and proper conduct of participants in an event.

## **Financial Guidelines for Students Societies, Clubs & ISC**

### **Objective**

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

### **Financing and Budget:**

- a) A contribution will be made of an amount approved in the IBA Budget.
- b) There will be a dedicated bank account under the name of "IBA Students' Societies" and the total funds contribution will be transferred to said bank account upon finalization of list of selected students.
- c) No refunds are to be made to students leaving IBA once the funds are transferred to dedicated bank account.
- d) The members of the societies may generate sponsorships, sell the event tickets, make additional contributions, etc.
- e) The funds will be generated in the name of IBA Karachi only, via a crossed cheque. The cheque will be deposited immediately in the designated bank account.
- f) Each society, at the time of submission of the budget, should indicate the estimated amount to be generated through sponsorship, etc. The amount needed from IBA.
- g) The Budget will be allocated to Students' Societies by the Executive Director of IBA.
- h) The funds allocated to the student society will only be utilized for purpose / event for which it is approved.
- i) Extra incentive amount will be given to those societies/clubs at the time of budget allocation.
- j) The excess amount of sponsorship or ticket money raised during the year will be carried forward to the next year. The remaining balance of budget contribution from IBA will lapse at the end of the year and credited to Student Welfare Fund.
- k) The societies/clubs will be allowed to transfer their own budget to other society/club for organizing joint/combined events. All other such requests will be submitted to the Budget Allocation Committee headed by the Executive Director.

### **Conflict of Interest**

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

### **Calendar of Events**

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

### **Financial Proposal**

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

### **Sponsorships Management**

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

### **Tickets Selling**

- a) Each society will ensure that the event is organized within the approved budget / sponsorships arranged by them.
- b) When the sale of tickets for any event is planned, its proposal will include proper reasoning about the ticket selling.
- c) Selected serial numbers and the duration of sale will be approved by the Patron.

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

#### **Incurrence of Expenditures**

- a) A list of prequalified vendors for Printing, Catering and other major expense items will be common to all the societies.
- b) Exceptions will be allowed in extreme cases with the prior approval of patron & Finance Dept., only when the quoted prices are lower than those submitted by the prequalified vendors.
- c) Approval from the 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 conference should be in line with the society's/club's objectives.

#### **Expense more than Rs. 5, 000 /-**

- a) The market cost comparison will be arranged for expenditures above Rs.5, 000/-.
- b) For this purpose, the request for quotations (**RFQ**) will be sent to the prequalified vendors or to the open market in case the prequalification of such vendors is not done.
- c) The RFQ will be comprehensive to meet the exact requirement.
- d) Three GENUINE Quotations will be arranged. Fake quotations will not be accepted.
- e) The market cost comparison statement will be prepared.
- f) The lowest vendor will be selected. If not, the work / purchase order will indicate the JUSTIFIED reasons for not selecting the lowest vendor.
- g) The comparative cost statement and the work/purchase order, as per the prescribed formats, will be signed by:



- i. the Patron (or by the Students' Counselor in case of ISC),
- ii. the Manager of the Society (or by the Vice President in case of ISC)
- iii. the Treasurer
- iv. the Finance Department (for pre-audit and funds allocation)

#### **For Contracts**

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

#### **For Petty Cash Expenses**

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

#### **Payment Mechanism**

- a) The Patron (or by the Students' Counselor in case of ISC), Manager of that Society (or by the Vice President in case of ISC) and Treasurer, will jointly approve all the payment requests for expenditures.
- b) In case of petty items, advance will be issued to the patrons.
- c) The advance disbursement will be subjected to adjustment against production of receipts / supports of expenses.
- d) Work order must be approved before the event.
- e) Payment request will indicate that the procurement has been completed.
- f) The payment request will be accompanied with the following documents:-

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

Work / Payment Order signed by the Patron (or by the Students' Counselor in case of ISC)

Three quotations along with comparative summary.

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

- h) In case of any noncompliance of these financial guidelines the office bearers will be answerable to the Patron. If these justifications are reasonable ONLY then the payment will be released.
- i) In case of any gross financial irregularity with respect to these guidelines will be forwarded and reported to the 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**

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

### **Financial Advisory / Audit:-**

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

#### **FINANCE DEPARTMENT**

Supervisory Officer: Mr. Moeid Sultan, Director Finance  
Office: Fauji Foundation Building (Main Campus): Tel: 38104700-01 Ext: 2300  
E-mail: msultan@iba.edu.pk

#### **NIDA ASLAM KHAN**

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#### **SYED MAZHAR ALI KAZMI**

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## Student Societies and Patrons Fall – 2018

(Tentative)

S #	Name of Society / Club	Faculty Patron
<b>Cluster 1 - CO-CURRICULAR ACTIVITIES CLUSTER</b>		
1	Dr. Sana Tauseef & Ms. Tahira Marium	Economics and Finance Club
2	Dr. Shahid Qureshi	Entrepreneurship Society
3	Ms. Nyla Aleem Ansari	Human Resource Club
4	Imran Rauf	Computer Science Society
5	Dr. Nasir Afghan	Leadership Club
6	Mr. Jami Moiz	Marketing Club
7	Dr. Danish Ali	Mathematics & Astronomy Club
8	Dr. Faiza Mushtaq	Social Sciences Club
<b>Cluster 2 - EXTRA CURRICULAR ACTIVITIES</b>		
9	Summaya Khursheed	Arts and Photography Society
10	Dr. M. Asad Ilyas	Sports Society
11	Maria Hasan	Dramatics Society
12	Ms. Nadia Sayeed	Public Speaking and Communication Society
<b>Cluster 3 - SERVICE ACTIVITIES GROUP</b>		
13	Mr. Jami Moiz	Alumni and Placement Society
14	Dr. Najam Akber	Community Welfare society
15	Maria Hasan	Girls' Hostel Society
16	Mr. Mohsin Ali Patel	Go Green Society
17	Mr. Jami Moiz	Boys' Hostel Society
18	Dr Irum Saba & Dr Imran Khan	اقرأ <i>character building in society</i>
19	Nida Aslam Khan	IBA Students Council

## EVENT MANAGEMENT

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

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

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

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



## 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:

1. Patron's Name: \_\_\_\_\_ Society: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

Main Campus       City Campus

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

4. Program Flow (as per below template).

	Date	Activity	Venue	Time (From-To)	Expected No. of Audience	
					IBA	Others
Day 1						
Day 2						
Day 3						

5. **Event Arrangements** (Tick where applicable)

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

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

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

S. No.	Name	Designation	Country	CNIC #	Passport #

8. **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: \_\_\_\_\_

# FEE AND DUES

## 1. Procedure for Payment of Fees

- a) Tuition fee will be announced around the commencement of the Semester.
- b) Fee vouchers will be made available to the students through Campus Management System (ERP).
- c) Students are liable to make payments for the fee due, by the appropriate deadline as mentioned on the voucher and announced through notice.
- d) Payments can be made in one of the following modes:
  - Direct Deposit through any Faysal Bank Branch in Pakistan through Fee Vouchers generated from ERP
  - Online payment through IBA's website <https://onlinepayment.iba.edu.pk/>
- e) Moreover, students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full.

If any student does not pay all his dues till the completion of the program, he/she will not be issued provisional transcript, transcript or degree, till the time he/ she clears all his dues.

## 2. Determination of Student Fees

- a) The Institute will fix, or specify a means by which the tuition fees will be calculated or ascertained, for any course of study or training at the Institution.
- b) The Institute must ensure that no student will be or continue to be enrolled in a course of study or training at the institution unless he/she has paid:
  - i. The tuition fee fixed, or calculated or ascertained
  - ii. All other charges prescribed by the institute
- c) The BOG of the Institute shall approve the fees for programs of study to be offered to students in any given academic year, as recommended by the management of IBA. The recommendation for setting of fees shall be through annual budget of the institute.
- d) In the annual budget of every financial year, the finance department shall present proposals for increment in the existing student fees to the BOG. On the approval of the proposal, fees shall be increased and set to the new level.

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

### 3. Calculation of Fees

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

### 4. Procedures Regarding Refund of Fees:

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

	Scenarios	Policy / Timeline
1	%age of Tuition Fee: • Full (100%) fee • Refund Half (50%) fee Refund • No (0%) fee Refund	• Full ( 100%) of the tuition fee will be refunded up to 7th day Of convene of classes. • Half (50%) of the tuition fee will be refunded from 8th -15th Day of convene of classes. • No fee(0%) will be refunded from 16th day of convene of Classes.
2	IBA cannot provide the academic study offered	• 100% of the student tuition fee will be refunded.
3	Change of Classes	• Where student elects to change a class, there will generally be no change in the tuition fees and therefore additional tuition fees, refunds and administration charges do not Normally apply.



4	Credit Balance	<ul style="list-style-type: none"> <li>When there are credit balances on student accounts due to overpayment of levied charges, students may request a Refund of the balance.</li> </ul>
5	IBA withdraws an offer of admission to a student	<ul style="list-style-type: none"> <li>100% of the tuition fee will be refunded if student does not Meet the criteria of provisional admission.</li> <li>No tuition fee will be refunded if it is found that the student has provided incomplete or inaccurate information in support of their application for admission, any application for credit Or recognition of prior learning, or their enrolment.</li> </ul>
6	IBA excludes the student due to poor academic performance	<ul style="list-style-type: none"> <li>If any student does not meet the minimum CGPA (2.2 criteria,</li> <li>100% of the tuition fee will be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was excluded</li> </ul>
7	IBA suspends or expels the student due to Academic Misconduct	<ul style="list-style-type: none"> <li>100% of the tuition fee will be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was Suspended or expelled.</li> </ul>
8	Semester Gap	<ul style="list-style-type: none"> <li>Tuition Fee paid in advance will be adjusted to the coming semesters, if student is allowed a semester gap by IBA Administration.</li> <li>100% of the tuition fee will be refunded if classes not yet Commenced.</li> <li>No tuition fee will be refunded after commencement of Classes.</li> </ul>
9	Extraordinary Circumstances	<ul style="list-style-type: none"> <li>100% of the student tuition fee will be refunded if student suffers from extra-ordinary circumstances (i.e. death or accident that cause permanent disability)</li> </ul>



# SERVICE UNITS AT IBA KARACHI

SERVICE UNITS AT IBA (KARACHI) ADMINISTRATION DEPARTMENTS <b>Wing Commander (Retd) Aamer Shabbir</b> General Manager Administration Contact Details: GM Administration Office: 38104700-01 Ext: 2080; Cell no: 0333-4555583 Email: askhan@iba.edu.pk				
Sr. #	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	<b>Procurement &amp; Stores Office</b>	Sohail Khan Senior Manager procurement & Stores	Gani & Tayub Auditorium (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	<b>Security Services Main Campus</b>	Capt (R) Khalid Javed Rishi Manager –Security	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2465 Cell : 0321-2736775 Email: kjaved@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
3	<b>Security Services City Campus</b>	Mr Faheem Ahmed Khan Senior Executive Security	Tel :38104700-01 Ext 1468 Cell : 0345-2519985 Email: fakhan@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
4	<b>Adamjee Academic Block</b>	Mr. Aayatullah Memon Building Incharge, Adamjee Academic Block (Main Campus)	TEL: 38104700-01 Ext. 2017 Cell: 0300-2800929 Email: amemon@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
5	<b>Aman CED Building</b>	Syed Muhammad Ali Assistant Manager(Administration) Aman CED Building (Main Campus)	TEL: 38104700-01 Ext. 2006 Cell# 0300-2120605 Email: smali@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
6	<b>Tabba Academic Block</b>	Mr. Abdul Khalid Building Incharge Tabba Academic Block (Main Campus)	TEL: 38104700-01 Ext. 2014 Cell #: 0300-2525443 Email: akhalid@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
7	<b>Alumni Student Center &amp; Sports Facilities</b>	Syed Guhar Raza Zaidi Manager Alumni Student Center & Sports Facilities	TEL: 38104700-01 Ext:2478 Email: guhar.msclf@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

8	<b>Admin General Main Campus</b>	Mr. Ather Rana Senior Executive Admin Main Campus  Mr. Haris Nehal Siddiqui Senior Executive Admin  Mr. Navid Godil Executive Secretary	Admin Main Campus TEL: 38104700-01 Ext. 2010 / 2020 / 2046 Cell #: 0336-2585084, 0300-9286252, 0332-3512202, E-mail: marana@iba.edu.pk, hnsiddiqui@iba.edu.pk, mngodil@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
9	<b>Admin General City Campus</b>	Mr. S. M. Rizwan Rizvi Senior Manager Administration City Campus	Admin Block (City Campus) TEL: 38104700-01 Ext. 1008 Cell #: 0333-2136876 E-mail: srizwan@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
10	<b>AMAN Tower (City Campus)</b>	Mr. Muhammad Ibad Siddiqui Senior Executive Admin (IBA Project based-JS Auditorium)	TEL: 38104700-01 Ext. 1037 Cell #: 0346-2761547 E-mail: misiddiqui@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
11	<b>HBL Academic Center City Campus</b>	Mr. Muhammad Gulzar Butt HBL Building Incharge	TEL: 38104700-01 Ext. 2019 Cell# 0346-2797609 E-mail: mgulzar@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
12	<b>Facilities Maintenance, Main Campus</b>	Mr. Azfar Abbasi Senior Executive Repair and Maintenance	National Bank Technology Building, Main Campus Tel: 38104700-01 Ext. 2504 Cell #: 0300-2471670 Email: aabbasi@iba.edu.pk	Syed Fahim Uddin Manager General Maintenance Fauji Foundation Building Tel: 38104700-01 Ext. 2520 Cell #: 03342229732 Email: syedfahim@iba.edu.pk  Aamer Shabbir Wing Commander (Retd) General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2050 Cell #: 0333-4555583 Email: askhan@iba.edu.pk
13	<b>Facilities Maintenance, City Campus/Admin</b>	Mr. S. M. Rizwan Rizvi Senior Manager Administration City Campus	Admin Block (City Campus) TEL: 38104700-01 Ext. 1008 Cell #: 0333-2136876 E-mail: srizwan@iba.edu.pk	Aamer Shabbir Wing Commander (Retd) General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2050 Cell #: 0333-4555583 Email: askhan@iba.edu.pk
14	<b>Electrical Karachi</b>	Muhammad Qamaruddin Engineering (Electrical)	Admin Block TEL: 38104700-01 EXT: 1504 Email: mqamar@iba.edu.pk	Aamer Shabbir Wing Commander (Retd) General Manager Administration Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2050 Cell #: 0333-4555583 Email: askhan@iba.edu.pk

<b>IBA BOY'S/GIRL'S HOSTEL</b> <b>Contact Details: GM Administration Office: 38104700-01</b> <b>Ext: 2001 / 2401 Direct No: 99261507</b>				
S.NO	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	<b>Boy's Hostel</b>	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	<b>Girl's Hostel</b>	Ms. Samiya Shaikh, Warden IBA Girls Hostel, Staff Town	IBA Girls Hostel TEL: 38104700-01 Ext. 2028 Cell # 0306-2399697 Email: sshaiikh@iba.edu.pk	Ms Maria Hassan Full time Faculty / Superintendent IBA Girls Hostel, Main University Campus TEL: 38104700-01 Ext. 1313 Cell # 0333-3201029 Email: mhsiddiqui@iba.edu.pk

**Key Contacts for Library Services & Facilities**  
**Mr. Muhammad Anwar,**  
**Head Librarian & In-charge Research Data Center**  
**Tel: 38104700-01, Ext. 2277**  
**Email: anwarch@iba.edu.pk**

S.No	Service Units	Contact Person	Contact Details	
1	General information, queries	Email: library@iba.edu.pk Website: library.iba.edu.pk	Circulation Counter Main Campus, Ext. 2271 Hours: 8:30 am to 10:00pm Circulation Counter City Campus, Ext. 1271 Hours: 8:30 am to 10:00pm	
2	Library City Campus	Nusrat Jabeen Associate Librarian (Cataloging & Metadata Services)	Library, Main Campus Tel: 38104700-01 Ext. 2278 Cell #: 0300-3367072 Email: njabeen@iba.edu.pk	Mr. Muhammad Anwar, Head Librarian & In-charge Research Data Center Tel: 38104700-01 Ext. 2277 Email: anwarch@iba.edu.pk
3	Library helpdesk, membership, borrow, renew, reserve hold, recall, clearance, overdue fine, New arrivals, status of processed library materials, organization and	Nusrat Jabeen Associate Librarian (Cataloging & Metadata Services)	Library, Main Campus Tel: 38104700-01 Ext. 2278 Cell #: 0300-3367072 Email: njabeen@iba.edu.pk	Mr. Muhammad Anwar, Head Librarian & In-charge Research Data Center Tel: 38104700-01 Ext. 2277 Email: anwarch@iba.edu.pk
4	Request purchase of books, textbooks, cases, audios, videos, CDs, DVDs & other library materials. Order status, selection / approvals processing status.	Hafiz Furqan Siddiq Deputy Librarian	Library, Main Campus Tel: 38104700-01 Ext. 2272 Cell #: 0333-315386 Email: fsiddiq@iba.edu.pk	Mr. Muhammad Anwar, Head Librarian & In-charge Research Data Center Tel: 38104700-01 Ext. 2277 Email: anwarch@iba.edu.pk
5	Journals, magazines, newspapers, company reports, journals archive, IBA archive, IBA Repository Research help, in-class suggestions, & complaints	Khola Mabood Modi Junior Librarian	Library, Main Campus Tel: 38104700-01 Email: kmmodi@iba.edu.pk	Mr. Muhammad Anwar, Head Librarian & In-charge Research Data Center Tel: 38104700-01 Ext. 2277 Email: anwarch@iba.edu.pk
	Main Campus - Monday to Saturday 08:30am to 10:00pm - Sunday timings are announced separately campus library remains open from 10:00 am to 06:00pm on Sundays.		City Campus - Monday to Saturday 08:30am to 10:00pm* - Extended timings on Sundays from 10:00am to 06:00pm during exam days or as required.	
i. Timings Libraries remain operational as per the schedule appended below; keep visiting library website for most updated timings.				

**ASSOCIATE DEANS OFFICES**

**Dr. Huma Naz Baqai Siddiqui, Associate Dean,**

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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	Business Administration	Ms. Ghulam Fatima Assistant Manager (Faculty Coordination)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2008 Cell #: 0321-2250025 Email : gfatima@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
2	Computer Sciences	Ms. Ghulam Fatima Assistant Manager (Faculty Coordination) Main Campus Mr. Muhammad Danish Aslam Executive Secretary City Campus	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2008 Cell #: 0321-2250025 Email : gfatima@iba.edu.pk  HBL Building TEL: 38104700-01 Ext: 1841 Email: maslam@iba.edu.pk	Dr. Sayeed Ghani Associate Dean, Faculty of Computer Sciences HBL Academic Center (City Campus) Tel: 38104700-01 Ext. 1600 Cell #: 03082227111 Email: sghani@iba.edu.pk
3	Student Affairs	Ms. Nida Aslam Khan Lecturer-Phd Scholar & IBA Student Counselor	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2628 Cell #: 03443688918 Email: nakhan@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
4	MBA Program Office	Mr. Muhammad Zahid Assistant Manager Graduate Program Office	Tabba Academic Block, (Main Campus) UAN: 38104700-01 Ext. 2882 Cell #: 0333-3156871 E-mail: mzahid@iba.edu.pk	Syed Sharjeel Ahmed Program Director Foundation Building (Main Campus) UAN: 38104700-01 Ext: 2666 Cell #: 03327370451 Email: shasnie@iba.edu.pk
5	Evening/Summer Program Office	Mr. Muhammad Ayaz Senior Executive (Program Office - Evening Graduate)	Faysal Academic Block (City Campus) UAN: 38104700-01 Ext. 1437 Email: mayaz@iba.edu.pk	
6	Undergraduate Program Office (Main Campus)	Mr. Muhammad Akmal Khan Senior Manager (Undergraduate -Program Office)	Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext. 2551 Email: makhan@iba.edu.pk	Syed Sharjeel Ahmed Program Director Foundation Building (Main Campus) UAN: 38104700-01 Ext: 2666 Cell #: 03327370451 Email: shasnie@iba.edu.pk
7	Undergraduate Program Office (City Campus)	Mr. Manoj Babulal Senior Manager (Program Office)	Admin Block, (City Campus) UAN: 38104700-01 Ext. 1840 Cell #: 0336-2286667 Email: manoj@iba.edu.pk	
8	MBA Executive Program Office	Muhammad Munawar Manager (MBA Executive Program)	Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext. 2880 Cell #: 0323-2726113 Email: mmunawar@iba.edu.pk	Mr. Muhammad Saleem Umer, Director EMBA Programs Fauji Foundation Building (Main Campus) UAN: 38104700-01 Ext. 2800 Cell #: 03009224572 Direct no: 9261802 Email: msumer@iba.edu.pk

**ALUMNI AFFAIRS, GRADUATE PLACEMENT, EXTERNAL RELATIONS AND  
RESOURCE MOBILIZATION**

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 Office	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
2		Mehar un Nisa Senior Executive Communications	Fauji Foundation Building TEL: 38104700-01 Ext : 1207 Cell #: 0334-3362772 Email: meharunnisa@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
3	Resource Mobilization Office	Shabana Amirali Manager Resource Mobilization	Fauji Foundation Building TEL: 38104700-01 Ext. 1203 Cell #: 0300-2692846 Email: shamirani@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
4		Syed Arsalan Ashraf Executive Resource Mobilization	Fauji Foundation Building TEL: 38104700-01 Ext. 2634 Cell #: 0300-3780132 Email: saashraf@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
5		Muhammad Waqas Saleem Executive	Fauji Foundation Building TEL: 38104700-01 Ext. 1201 Cell #: 0333-2212609 Email: mwsaleem@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
6	Communications & Public Affairs Office	Syed Imtiaz Ali Assistant Manager (Communications & Public Affairs)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2027 Cell #: 0322-2955870 Email: simtiaz@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
7		Ms. Maryam Touheed Senior Executive (Communications & Public Affairs)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2011 Cell #: 0333-2255726 Email: mtouheed@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
8		Muhammad Ayub Ghori Graphic Designer	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2053 Cell #: 0300-9286327 Email: maghouri@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
9		Ahsan Anif Ansari Graphic Designer	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 2052 Cell #: 0313-3179990 Email: aaansari@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk



10	Career Development Centre	Danish Imtiaz Manager CDC	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext: 1179 Cell #: 0345-2251301 Email: dimtiaz@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
11		Shiraz Ahmed Senior Executive CDC	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext: 1176 Cell #: 0300-8205762 Email: shirazahmed@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
12		Javeria Fatima Qureshi Executive Marketing & Comm CDC	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 1183 Email: jfatima@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk
13		Ebaad Qureshi Executive CDC	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext. 1177 Cell #: 0347-3604055 Email: equreshi@iba.edu.pk	Mrs. Malahat Awan Head of Department Ext # 1200 Cell #: 0302-8711414 E-mail: mawan@iba.edu.pk

**ICT MAINTENANCE, CUSTOMER SUPPORT & IS SERVICES**

**Mr. Imran Abdul Rahman Batada**

Director ICT & CICT: (City Campus)

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S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	PC/Laptop/ Printer/ Help Desk Main Campus	Mr. Faraz Baig Coordinator IT Help Desk Main Campus	National Bank Technology Center TEL: 38104700-01 Ext. 2101 Email:helpdeskmain@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
2	City Campus	Zeeshan Nasir Resident Engineer	Admin Block TEL: 38104700-01 Ext: 1105 Email: helpdeskcity@iba.edu.pk	Abdul Qadir Network Manager Cell# 0300-2268512 TEL: 38104700-01 Ext: 1120 Email: aqzaki@iba.edu.pk
3	Multimedia Main Campus	Lab Incharge	CED Building TEL: 38104700-01 Ext: 2108	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
4	Email Main and City Campus	Mr. M. Asif Khan Asst. Network Manager	HBL Academic Center Tel: 38104700-01 Ext: 1103 Cell #: 03002867951 Email: asifkhan@iba.edu.pk	Mr. Mansoor Ali, Network Manager Network Ops Room (City) TEL: 38104700-01 Ext: 1111 Cell #: 03332352536 Email: mali@iba.edu.pk
5	Server Administration	Mr. Atif Anwar Khan Server Administrator	HBL Academic Center Tel: 38104700-01 Ext: 2109 Cell #: 0322-2687376 Email: atifkhan@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
6	Data Center Networks Main Campus	Mr. Rashid Khan Supervisor Data Center	National Bank Technology Center Tel: 38104700-01 Ext: 2100 Cell #: 0300-2268521 Email: kxanr@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
7	Video Conferencing Equipment Main Campus	Mr. Zeeshan Khan Supervisor VC	VC Room TEL: 38104700-01 Ext: 2104 Cell#: 03333938864 Email: zkhan@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
8	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. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk

9	ICT customer support	Mr. Asjad Asad Siddiqi Senior Manager ICT Customer Support	Admin Block (Main Campus) Cell # 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk	Mr. Imran Abdul Rahman Batada Director ICT Department & ICT Services Centre Office (City Campus) Tel: 38104700-01 Ext. 1104 Cell No: 0300-2010315 E-mail: iarahman@iba.edu.pk
10	Campus Management Support IERP, Library Management & Fee Management Support System Main Campus	Mr. Zeeshan Ali Bilal ERP Help Desk	National Bank Technology Center Tel: 38104700-01 Ext: 2106 Cell #: 03362-021834 Email: zabilal@iba.edu.pk	Mr. Muhammad Danish Khan Manager Information System (IS) Faysal Academic Block TEL: 38104700-01 Ext: 2108 Cell #: 0300-8961420 Email: mdanish@iba.edu.pk
11	City Campus	Ms. Asma Mahmood Team Leader-CMS Solution	Faysal Academic Block TEL: 38104700-01 Ext: 2109 Email: amshah@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
12	Team Lead	Mehwish Razzak Khatri Team Lead Financials	Faysal Academic Block TEL: 38104700-01 Ext: 1115 Email: mkhatri@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
13	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. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107
14	Task Management System	Azhar Hussain Senior Web Developer	Faysal Academic Block TEL: 38104700-01 Ext: 1112 Cell #: 923337056153 Email: ahlarik@iba.edu.pk	Mr. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk
15	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. Asjad Asad Siddiqi Senior Manager Procurement & Customer Support Cell# 03334298119 TEL: 38104700-01 Ext: 2107 Cell #: 0302-8225188 Email: aasad@iba.edu.pk

**CENTRE FOR EXECUTIVE EDUCATION**  
**Dr. Izhar Mirza Hussain, Director CEE**  
**Office: CEE Office (City Campus) TEL: 38104700-01**  
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S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
1	CEE Office	Kamran Ahmed Bilgrami Manager CEE	CEE Office (City Campus) TEL: 38104700-01 Ext: 1804 Cell #: 0333-2395369 Email: kbilgrami@iba.edu.pk	Dr. Izhar Mirza Hussain, Director CEE CEE Office (City Campus) TEL: 38104700-01 Ext. 1800 Cell #: 0300-8267939 E-mail: imhussain@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	Dr. Izhar Mirza Hussain, Director CEE CEE Office (City Campus) TEL: 38104700-01 Ext. 1800 Cell #: 0300-8267939 E-mail: imhussain@iba.edu.pk

**TALENT HUNT PROGRAM**  
**Dr. Zeenat Ismail Noor, Program Director Talent Hunt Program**  
**(Main Campus)**  
**TEL: 38104700-01 Ext. 2639 Cell #: 03333775545 E-mail: zismail@iba.edu.pk**

S.No	Service Units	Contact Person	Contact Details	Unit Head / Coordinator
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**INTERNAL AUDIT SERVICES**  
**Dr. Farrukh Iqbal, Executive Director IBA Office: Admin Block (Main Campus)**  
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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 E-mail: 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
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2	Revenue in Fee's Department	Mr. Syed Jehanzeb Manager Finance (Revenue)	Fauji Foundation Building (Main Campus) TEL: 38104700-01 Ext: 2320 Cell#: 0334-3331238 Email: sjehanzeb@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

## STUDENTS PLEDGE

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

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

Individually,

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

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

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

Signature.....

Date.....

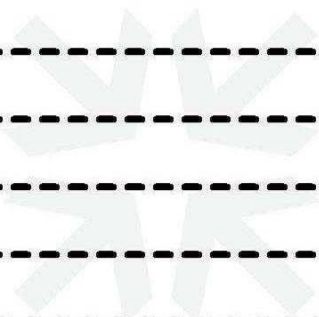
Name (Class).....



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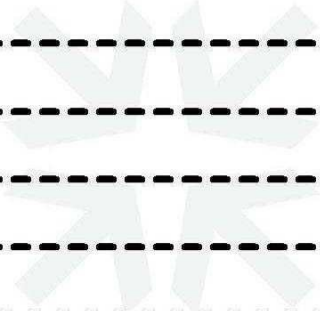
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## DISCLAIMER

The Institute reserves the right to change any rules or regulations in this Hand Book whenever it is deemed necessary. Students are required to check the IBA portal and notice boards for information about any changes to this Hand Book.



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