MEMORANDUM

To	**:**	**All Students**
From	**:**	**HoD Academics**
Subject	**:**	**Course Registration and Tuition Fee (Fall Semester 2024)**
Date	**:**	**Thursday, August 8, 2024**

Fall Semester 2024 is commencing on Monday, September 9, 2024. Students are requested to register (Add/ Drop) their courses through **SELF SERVICE** system available at CMS System i.e. "**IoBM SMARTZ**". Students are required to follow the schedule mentioned below for registration:

Online Registration and Add / Drop
Tuesday, August 20, 2024 (from 3:00 PM onwards)

Program	Duration	Courses remaining	Max. Credit Hours remaining	Program Commenced (on or before)	Minimum Semesters Required (excluding Summers)	CGPA
All Bachelors Program	4 Years	Last 13 courses	39	Fall 2021	8	2.3 and above
All Masters after Bachelors Program of 36 credit hours	1.5 Years	Last 08 courses	24	Spring 2024	3	2.8 and above
All Masters after Bachelors Program of 60 credit hours	2 Years	Last 09 courses	27	Fall 2023	4	2.8 and above
All MBA Weekday Programs	2 Years	Last 13 courses	39	Fall 2023	4	2.8 and above
All MBA Weekend/Evening/Specialized Programs	2 Years	Last 12 courses	36	Fall 2023	4	2.8 and above

Online Registration and Add / Drop
Wednesday, August 21, 2024 (from 3:00 PM onwards)

- **All Graduate and Postgraduate Programs**

Online Registration and Add / Drop
Thursday, August 22, 2024 (from 3:00 PM onwards)

- **All Undergraduate Programs**

Registration will remain open till Monday, September 16, 2024 11:45 PM

Fee Payment
 - Saturday, August 10, 2024 to Monday, September 02, 2024

	Registration Fee	Tuition Fee (per Credit Hour)	Tuition Fee (Per Course)	Tuition Fee Full Load	Total Fee (Full Load)
All Bachelor's Programs	10,000.00*	8,100.00	24,300.00	145,800.00	155,800.00
All Master's (Regular) Programs	10,000.00*	8,725.00	26,175.00	157,050.00	167,050.00
All Master's (Weekend / Evening) Programs	10,000.00*	8,725.00	26,175.00	157,050.00	167,050.00
All MS / MPhil Programs	3,500.00**	5,900.00	17,700.00		
All PhD Programs	5,000.00**	6,400.00	19,200.00		
*Applicable for five to six courses (Rs. 7,000.00 for three to four courses) ****Applicable for one to two courses**					

Commencement of Classes: Monday, September 9, 2024

LATE REGISTRATION FEE OF RS. 1000/- (FOR ALL PROGRAMS) WILL BE CHARGED FROM TUESDAY, SEPTEMBER 03, 2024 TO THURSDAY, SEPTEMBER 12, 2024

LAST DATE TO DROP COURSES WITHOUT PENALTY THROUGH STUDENT SELF SERVICE ONLY SATURDAY, NOVEMBER 09, 2024

LAST DATE TO DROP COURSES WITH PENALTY THROUGH STUDENT SELF SERVICE ONLY SATURDAY, NOVEMBER 30, 2024

PAYMENT OF TUITION FEES

To facilitate our students and their parents, we have made arrangements with our Banker, Standard Chartered Bank to pay fees online/Direct deposit as follows:

Online Payments:

ATM	Pay via IBFT

To pay via ATM, follow these steps:
 	
  a. Enter your PIN
  b. Select the **'Fund transfer'** option
  c. Select the **'To another SCB account'**
(if you're using an SCB account)
  d. If using another bank's account,
select **'Inter-bank transfer'** and then SCB
  e. Enter a 16 digits virtual account number as mentioned below
 	
see example below:
55013000000 _ _ _ _ _
            (last five digits of student ID No.)
 	
  f. Enter the fee amount and confirm
	To pay via IBFT, follow these steps:
	
	  a. Log on the online banking account
	  b. Select the **'Fund Transfer'** option
	  c. Select SCB as the beneficiary bank
	  d. Enter your 16 digits virtual account number as mentioned below
	
	see example below:
	55013000000 _ _ _ _ _
	            (last five digits of student ID No.)
	
	Beneficiary name must show as **Institute of Business Management**
	  e. A beneficiary added successfully message should appear
	  f. Transfer the fee amount, click Confirm a **'Transaction Successful'** message should appear on your screen

Cash Deposit:

Please note that candidate will have to use their **VIRTUAL ACCOUNT OF 16 DIGITS** (as mentioned above) as Beneficiary account in the DEPOSIT SLIP at any Branch of Standard Chartered Bank (**ACCOUNT TITLE WOULD BE 'INSTITUE OF BUSINESS MANAGEMENT**) for payment of Fees in cash

IMPORTANT

Please note that our Banker on our advice has opened Virtual Account of all the registered students. However, virtual account of some students may not have been opened as yet and in such case, students are expected to immediately contact our Finance Department.

UPDATE OF STUDENT ACCOUNT ON NEXT WORKING DAY

Please note that we will receive MIS Report from Bank next working day for online/direct deposit of fees and accordingly account of the student will be updated on the next working day. **However, online payment of fees on any Saturday and Sunday will be updated on next working Tuesday or any working day after next Tuesday.**

BALANCE CONFIRMATION

Student should check their balances through student portal at IoBM SMARTZ. Please note that the Finance Department will not entertain any phone calls and emails relating to balance confirmation.

Enrollment Instructions:

Keep visiting SMARTZ FAQ page for latest updates related to verification and registration process.
https://www.iobm.edu.pk/campus/student-centre/student-guide (please refresh before use)

1. **Manual Enrollment/Registration cannot be performed; students will enroll / register / add / drop their courses through SELF-SERVICE only on IoBM SMARTZ.**

2. Weekday Programs students cannot enroll in courses reserved for weekend programs.
3. All Masters after Bachelors program students can enroll/add maximum 3 courses in a regular semester.
4. Criteria for Maximum Courses:

Program	Duration	Maximum courses	Max. Credit Hours	Credit Hours completed	Total credit hours	Program commenced (on or before)	Minimum semesters required	Minimum CGPA required
All Bachelors Program except BS (CS, SE, DS and IM)	4 Years	7	21	123	144	Spring 2021	8	2.3 and above
BS (CS, SE, DS and IM)	4 Years	7	21	117	138	Spring 2021	8	2.3 and above
All Masters after Bachelors Program of 36 credit hours	1.5 Years	4	12	24	36	Fall 2023	3	2.8 and above
All Masters after Bachelors Program of 60 credit hours	2 Years	5	15	45	60	Spring 2023	4	2.8 and above
All MBA Weekday Programs	2 Years	7	21	51	72	Spring 2023	4	2.8 and above
All MBA Weekend/Evening/Specialized Programs	2 Years	6	18	54	72	Spring 2023	4	2.8 and above

5. Students cannot enroll in advance course if he/she has not appeared or taken pre-requisite course.
6. If a student completes his/her program earlier than the required duration, HEC may not accept/attest his/her educational documents.
7. All students are advised to complete their degree program in **required duration**. Students who do not meet the **minimum years and semesters criteria**, will be required to re-register in at least one course to complete the duration. Students who do not meet the **maximum year's criteria**, will be required to take **re-admission** to meet the requirement.
8. During online registration, if you face any of the following issue, please contact on given emails:

Issues	Contact Person / Department	CC to
• For 7 courses - last semester • Change of Status from Bachelor to Master Program • Students with blocked IDs indicator (below CGPA) • For Semester freeze request	humayun.baig@iobm.edu.pk	
• Pre-Requisite • Course Schedule and Timings	academics@iobm.edu.pk	rabia.sabri@iobm.edu.pk
Fee Installment	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk muhammad.jamal@iobm.edu.pk najam.siddiqui@iobm.edu.pk	aslam.ali@iobm.edu.pk
Insufficient balance	masood.hassan@iobm.edu.pk abid.ali@iobm.edu.pk hassan.saleem@iobm.edu.pk muhammad.jamal@iobm.edu.pk	aslam.ali@iobm.edu.pk
Financial Assistance / Scholarship	mhsayeed@iobm.edu.pk	
For **official internship** request	abdul.khaliq@iobm.edu.pk	
Any other issue regarding Registration	asim.yousfi@iobm.edu.pk	
• ID or login problem on IoBM Smartz • Any other issue regarding IoBM Smartz	cmshelpdesk@iobm.edu.pk	zoheb.ali@iobm.edu.pk zafar.siddique@iobm.edu.pk

NOTE:
1. Please **DO NOT** send emails regarding registration to Vice President, FHE & Chief Advisor, IoBM, Mrs. Sabina Mohsin or to the President, IoBM, Mr. Talib S. Karim.

2. Send email ONLY to the concerned Staff or Department as mentioned above so that **your issues are resolved promptly.**