



IoBM Academic Policy Manual 2019



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ADMISSION POLICY

Admission to IoBM is on a highly competitive basis, and only those who compete successfully on merit are selected for admission. They come from a variety of backgrounds. After joining IoBM, students continue to pursue their studies with a high level of competitiveness aimed at professional development. The admission criteria for the Institute's academic programs are described below:

Eligibility for entrance to Bachelor's Programs

The admission for Bachelor's Programs would be based on any one of the following:

- A Higher Secondary School (HSC) Certificate with at least *55% marks awarded by a recognized Provincial Intermediate Board
- 3 A-Levels with a minimum of *two Cs, preferably in business related subjects, excluding General Paper and Urdu or an American High School Diploma with CGPA 2.5 or equivalent
- Recognized Overseas Equivalence Diploma
- Any other qualification if an authority has issued an equivalence certificate
- IBCC equivalency will be required for foreign qualifications, the IBCC equivalency may also be required for A-Level

In addition:

- At least 5C's in O-Level exam or minimum 55% marks in SSC or equivalent
- Success in aptitude test and interview conducted by IoBM

**Subject to revision by the IoBM Management*

Eligibility for entrance to two-year Master's Programs

The admission for Master's Programs would be based on any one of the following:

- A four-year Bachelor's degree in Arts, Science, Law, Commerce, Engineering, Medicine, Pharmacy or any other degree with high second division or equivalent from HEC/Provincial Government approved Institutes/Colleges/Universities in Pakistan.

- A final qualification examination of a professional body recognized by the Higher Education Commissions of Pakistan, for example, ACMA, CA, ACCA (HEC equivalence certificate required)
- Four years overseas bachelor's degree or equivalent recognized by HEC

In addition:

- Minimum 55% marks in overall academic career in annual examination system or 5C's in O-Level and 3 A-level with minimum 2C's excluding General Paper and Urdu or equivalent
- Minimum CGPA 2.5 on a scale of 4 in semester system
- Success in aptitude test and interview conducted by IoBM

**Eligibility criteria is subject to revision by the IoBM Management*

Eligibility for entrance to two year MBA (Regular) Weekend / Evening Programs

The admission for MBA (Regular) Weekend Program would be based on any one of the following:

- A four-year Bachelor's degree in Arts, Science, Law, Commerce, Engineering, Medicine, Pharmacy or any other degree with high second division or equivalent from HEC/Provincial Government approved Institutes/Colleges/Universities in Pakistan
- A final qualification examination of a professional body recognized by the Higher Education Commissions of Pakistan, for example, ACMA, CA, ACCA (HEC equivalence certificate required)
- Four years overseas bachelor's degree or equivalent recognized by HEC
- Students with 2/3-year Bachelor's degree are eligible only for MBA Evening (3.5 year) program

In addition:

- Minimum one-year post qualification work experience in Multinational or domestic corporation is required (only for MBA Regular on Weekend). Candidate must be working while applying online for admission and also during the period of study. Experience in unknown or unregistered companies will not be considered.
- Minimum 55% marks in last qualification in annual examination system

- Minimum CGPA 2.5 on a scale of 4 in semester system
- Success in aptitude test and interview conducted by IoBM

**Eligibility criteria is subject to revision by the IoBM Management*

Eligibility for entrance to MS/MPhil Programs

It is based on any one of the following:

Sixteen years of education in relevant field with high second division or equivalent from HEC recognized Institutes/ Universities in Pakistan

OR

Four years overseas bachelor's degree or equivalent recognized by HEC

In addition:

- Minimum 55% marks in overall academic career in annual examination system or 5C's in O-Level and 3 A-level with minimum 2C's excluding General Paper and Urdu or equivalent
- Minimum CGPA 2.5 on a scale of 4 in semester system
- Success in aptitude test and interview conducted by IoBM
- Candidates must score minimum 50% marks in exam conducted by IoBM OR in NTS GAT

Admission Requirements for PhD Programs

- Candidate having 18 years of education from an HEC recognized university is eligible to apply. For admission into the PhD minimum CGPA 3.0 on scale of 4 or First Division in MPhil/MS/ degree is required
- Minimum CGPA 3.0 is required for candidates having MBA or equivalent degrees. Students with Master's degrees will have to do pre-requisite courses recommended by the committee (HEC equivalence certificate required)
- Students with HEC recognized professional degrees i.e., ACMA, CA, ACCA may also apply subject to equivalence certificate issued by the HEC

In addition:

- Success in interview conducted by IoBM

- Candidates must pass NTS (60% or more marks in subject exam) or equivalent

Programs Duration

Program	Credit Hours	Minimum Years	Maximum Years	
All Undergraduate Programs		4	6	
Graduate Programs	108	3.5	5	In special cases IoBM has the right to grant additional extension which will be decided on case to case basis.
	72	2	5	
	36	1.5	3	
Postgraduate / MS / MPhil		1.5	4	
Postgraduate PhD		3	8	

Transfer of Credits

Students desiring credit transfer in a specific degree program will be required to submit application along with their transcripts and course outlines/descriptions soon after their admission formalities have been completed. The equivalence committee will examine such cases and decide accordingly, keeping in view the following:

- All requests must be for same level of program. Courses completed in Bachelor's program cannot be considered for Master's program
- Transfer application can be submitted once and in the first semester, late applications for transfer of credits will not be considered
- Student must have secured B or better grade as per IoBM grading plan in each course meant to be transferred and the course title /outline must match with IoBM course plan
- Maximum of 3 courses can be transferred in MPhil/PhD program as per the procedure mentioned above
- Courses of two semesters can be accepted in bachelor's / master's program from highly reputed and HEC recognized institutes of Pakistan and abroad. However, each case will be

reviewed separately and the decision will be taken considering the grades and the reasons for transfer

Re-Admission and Continuation Policy

- Students who stop attending classes at the Institute, for any reason, without informing the concerned authorities about their absence for more than required in a semester, their admission shall be suspended.
- Admissions can be deferred for maximum of two semesters with justification and approval of the Executive Director Admissions. Any relaxation not beyond two years is subject to approval of Executive Director Admissions.
- Students who complete their Bachelor from IoBM are eligible to register for MBA. However, if Security Deposit has been withdrawn, candidates may apply for restoration of admission to office of the Executive Director.
- Students dropped due to below good standing (for Master's program below 2.5 CGPA and for Bachelor's below 2 CGPA) may also apply for re-admission and to qualify both the entry test and interview.
- Students dropped out from the Institute for any reason will not be considered for enrollment as an external candidate
- On successful completion of readmission process in undergraduate and graduate program: the degree/transcript section will consider transfer of previous courses completed in IoBM based on grades and their relevancy.
- If an MPhil/PhD student dropped due to below good standing / time barred or absent for more than two years and CGPA is below 3.00 may also apply for readmission and to qualify both the entry test and Interview.
- After readmission, the student will follow current program structure and obsolete courses will not be considered. However, the Program Head and OGS Office may recommend transfer of previous courses having minimum C+ grades to degree/ transcript section for consideration.

POLICY TO DETERMINE INTAKE

IoBM, Karachi will follow the succeeding guidelines while determining the number of students to be admitted in each program being offered by the relevant departments

- a) Admissions will be offered to all qualifying applicants who meet the admission requirements irrespective of their domicile, caste, board/ University etc.
- b) The minimum threshold set by the Higher Education Commission of Pakistan will be strictly enforced.
- c) The student to teacher ratio (at undergraduate level 1 faculty: 25 students and at graduate level 1 faculty: 15 students) should not be violated.
- d) The government regulation on covered area, i.e. 100 sqft space per student and other infrastructure requirements will be taken into consideration while determining the number of seats.
- e) Attrition and graduation rate will be considered in determining the number of Admissions to be taken in any specific semester
- f) Efforts will be made to improve the quality of intake.
- g) For programs where accrediting bodies have specified any number of seats then such conditions will be met.

The admission committee will take the approval from the Dean of the program and the office of the Registrar before allocating the seats for each program

PROVISIONAL ADMISSION

Candidates the results of whose last required qualification are awaited shall be provisionally admitted provided that they qualify in the written test as well as the interview. If such a candidate fails to meet the set admission criteria after declaration of the last required results, he will be refunded the tuition fees and the caution fees provided that an application for refund is submitted within seven days of declaration of results/grades (along with a copy of result/ grades) failing which the tuition fee shall stand forfeit whereas the caution fee shall remain payable till six months from the date of application

for refund upon expiry of which the caution money will also stand forfeit. This is without prejudice to the other terms of this Policy.

TRANSFER OF CREDITS

Students desiring credit transfer in a specific degree program will be required to submit application along with their transcripts and course outlines/descriptions soon after their admission formalities have been completed. The equivalence committee will examine such cases and decide accordingly, keeping in view the following:

- All requests must be for same level of program. Courses completed in Bachelor’s program cannot be considered for Master’s program
- Transfer application can be submitted once and in the first semester, late applications for transfer of credits will not be considered
- Student must have secured B or better grade as per IoBM grading plan in each course meant to be transferred and the course title /outline must match with IoBM course plan
- Maximum of 3 courses can be transferred in MPhil/PhD program as per the procedure mentioned above
- Courses of two semesters can be accepted in bachelor’s / master’s program from highly reputed and HEC recognized institutes of Pakistan and abroad. However, each case will be reviewed separately and the decision will be taken considering the grades and the reasons for transfer

REGISTRATION

Registration Process

Students should follow the following steps of the registration process:

	Login to SMARTZ with your ID and password
	Check your account balance to ensure you have enough to register for the number of courses desired

	<p>Access your Road Map and verify courses, electives and pre-requisites to ensure they adhere to your admission catalog. Email IT help desk immediately if there is a discrepancy.</p>
	<p>Double Major/Specialization</p> <ul style="list-style-type: none"> - A student may concurrently fulfill the requirements of two subject majors provided the student has the permission of the HoD. Upon successful completion of the requirements of both majors, one degree is awarded. - Students have to do required number of courses for each major as specified by the concerned Department. - The two majors earned concurrently under one degree will be noted on the transcript.
	<p>If your ID is inactive, please contact the mentioned concerned department at your earliest to resolve the issue. You will not be allowed to register unless the concerned department activates your ID.</p>
	<p>Register online through your portal.</p> <ul style="list-style-type: none"> - Continuing students may register throughout the registration period, as mentioned in the registration memo sent out prior to the commencement of registration, unless otherwise notified by your department. - Continuing students can continue to add/drop courses from their portal up until the last day of registration. Add requests will not be entertained after the registration deadline. - For whatever reason, even if students register late for class, attendance will be counted from the first class. Which means students will be marked absent for the classes they have not attended. - Students will be advised of course drop deadlines, without and with penalty, via accounts info. - New students will be registered by either the Admissions or Academics Department. - New students can not add or drop classes through their portal for the first semester.

	<p>Registration through SMARTZ is quite simple and self-explanatory. If you are unable to enroll in a class, it might be due to one or few of the following reasons:</p> <ul style="list-style-type: none"> - You are trying to register for an advanced course, without completing its prerequisite first. - Weekday students cannot take any core courses on weekends, except Saturday from 9:00 a.m. to 12:00 noon. - Weekend students cannot take any core courses during weekdays. - Please complete “F” grade courses before taking advanced courses. - Section “U and T” are only for MBA (Evening) students. - Weekday students cannot take elective courses on weekends if being offered during weekdays. - You may have already registered for the maximum courses allowed per semester.
	<p>Management reserves the right to withdraw any course after its offering or change its timings or instructors. Student can drop his/her registration from the said course only if there is any time clash with any other course he/she is registered in, within the drop course deadline.</p>
	<p>Students who want to freeze their current semester, or would like to take a semester break, will be able to do so by sending an email request to the Registrar’s office. The email should be sent within the first two weeks of the semester, and should include a valid reason and any supporting documents that would help the case.</p> <p>The Registrar’s office reserves the right to refuse any such request at their discretion.</p>

PERFORMANCE EVALUATION AND STANDARDS

The performance of students is constantly evaluated through surprise quizzes, hourly examinations, assignments throughout the semester, submission of term reports, presentations and final examinations at the end of the semester. The grades awarded are as follows:

Grade	Marks	Grade Points
A+	96-100	4.00
A	91-95	3.89
A-	87-90	3.78
B+	84-86	3.67
B	79-83	3.33
B-	74-78	3.00
C+	68-73	2.75
C	65-67	2.67
C-	62-64	2.50
D	60-61	1.75
F	<60	0.00

Grade points are assigned to the given grades for calculation of the cumulative Grade Point Average (CGPA).

‘I’ Grade Policy

Eligibility criteria for approval of I grade: Student missing final examination of a course due to a genuine reason for example serious illness/death in immediate family or official assignment may apply for I grade with documentary evidence.

Conditions for I grade: Absences should not exceed the allowed limit; marks obtained in 1st & 2nd hourlies should be at least 60% and I grade processing fee of Rs.1000/= per course to be paid.

Marks obtained should be at least 60% I grade final exam otherwise I grade will be changed to F grade.

Weightage Policy

Eligibility criteria for approval of Weightage: Student missing any of the two hourly examination of a course due to a genuine reason for example serious illness/death in immediate family or official assignment may apply for weightage with documentary evidence.

Conditions for weightage: Absences should not exceed the allowed limit; marks obtained in final examination should be at least 60% and weightage processing fee of Rs.2000/= per course to be paid.

Rechecking Policy

Eligibility criteria for Rechecking: After the final exam results have been posted, a student can apply for rechecking of final exam answer script/term project.

Conditions for rechecking: Absences should not exceed the allowed limit; marks obtained in 1st, 2nd hourlies & final examination should be at least 60% and rechecking processing fee of Rs.1000/= per course to be paid.

Note: *Detailed policies are available on website in examination section.*

Make-Up Exam Policy

There is no make-up exam policy of the University. Whereas students who miss their midterm exams because of their hospitalization or the death of any of the following:

- Parent(s)
- Sibling(s)
- Spouse
- Children

This is subject to the approval of the relevant HoD.

Grade Appeal Policy

A student may appeal a grade by using the following procedures. Grade appeals are not processed during the summer sessions unless the relevant HoD or Dean determines a case warrants immediate review.

In this regard, the student is required to submit written appeal.

Scrutiny and Recheck Policy for Final Examinations Only:

The following procedure for scrutiny of answer scripts is to be followed:

1. Any student desirous of getting his/her answer script (s) scrutinized may apply through an application, email or on the prescribed form available with the Academic department.
2. Scrutiny will be restricted to:
 - a. Checking of 'total marks' on the answer script & rectification of any discrepancies found as a result of such scrutiny.
 - b. Marking of any question found unmarked & rectification of the total.
3. Scrutiny fee, if any, as prescribed from time to time has to be paid. The following procedure for Re-checking of answer script(s) is to be followed.
 - a. Re-checking of answer script (s) shall be conducted by the neutral relevant faculty appointed by the HoD (other than the instructor who had taught and had marked the answer script (s)).
 - b. Photocopies of answer script (s) (with no information of the student's identity, marks, etc.) shall be provided to the nominated faculty for re-checking along with the answer script(s) of the lowest and highest scorer for comparison, if required.
 - c. Average of marks shall be ascertained from the two re-checked answer script (s).
 - d. After re-checking of answer script (s), the decision of the University what so ever shall be final and unchangeable. The grading after rechecking shall supersede the earlier result.
 - e. A nominal rechecking fee (if any) as prescribed from time to time has to be paid.

Leave for Absences

A student shall apply for leave for his/her absence from class in advance, duly supported with concrete evidence, for approval of Rector.

Following tables shows the approved absences for a course during a semester.

Regular Semester:

Weekdays 4 days

Weekend 2 days

Summer Semester:

Weekdays (Crash) 3 days

Weekend 2 days

The above absences are allowed on account of serious illness or emergencies and after approval by the Rector.

If a student accumulates more than the approved number of absences in a course, he/she will automatically be awarded an “F” grade in that particular course.

A student will not be eligible to apply for weightage or “I” grade in case the absences exceed the allowed limit.

In case of a severe constraint, a student may apply for condoning of excess absences supported with concrete evidence to Academics Officer, who will forward the application along with evidence and attendance record duly verified by him, to Rector for approval. After Rector’s approval, the student will have to sign an attendance undertaking.

DISCIPLINE

IoBM stands out among other universities for its special emphasis on maintaining good order and discipline among its students. It reserves the right to prescribe such regulations from time to time

as may be considered expedient for effectively maintaining the highest standards of conduct. The regulations set out below are IoBM's General Regulations for discipline.

The General Regulations provide that:

No student of IoBM shall

1. disrupt the activities and functions of the Institute;
2. damage any property of the Institute or of any faculty member, visitor or an employee of the Institute or knowingly misappropriate such property;
3. forge or falsify any certificate/degree issued by IoBM or knowingly make false statements concerning standing or results obtained in examinations;
4. engage in violent, indecent, disorderly, threatening, or offensive behavior or language;
5. engage in the harassment/disrespect of any faculty member, peer, visitor, employee of the Institute;
6. exhibit behavior that is inappropriate in terms of the norms and cultural values of the Institute and society in general;
7. engage in any political activity while enrolled at IoBM;
8. disrespect/disregard any guidelines/instructions prescribed by faculty and management of the Institute;
9. assist or encourage directly or indirectly any person to act in breach of the above mentioned regulations.

No student of IoBM shall breach any regulation

- a) relating to the use of the libraries or the information and communication technology facilities at IoBM
- b) relating to conduct in examinations
- c) assist or encourage directly or indirectly any person or persons to act in breach of the above mentioned regulations.

The Disciplinary Committee

The Disciplinary Committee, IoBM, comprises a Chairman, Executive Director Administration, Academic Heads of Departments, Controller of Examinations, and other members notified by IoBM. If the Disciplinary Committee is satisfied that a student is guilty of breach of conduct it may:

1. impose a fine of such amount as it thinks fit;
2. order the student to pay compensation to any person or body suffering injury, damage, or loss as a result of the student's conduct;
3. make an order banning the student from specified premises or facilities for a certain period or on such terms as it thinks fit;
4. rusticate the student for such period as it thinks fit;
5. expel the student;
6. ask the parents of the student to give an undertaking that henceforth their wards will not get involved in any activity warranting disciplinary action and should any such incident occur, the Disciplinary Committee reserves the right to expel him/her permanently from the Institute without even asking him/her to appear before the Committee for the consideration of his/her case.

If the Disciplinary Committee is satisfied that a student has committed a breach of the disciplinary regulations relating to plagiarism it may:

- i. exclude any part of the work submitted from assessment;
- ii. award no mark / reduce or disregard any piece of work;
- iii. permit a student to re-sit an examination or resubmit a piece of work on such conditions as it thinks fit.

Appeal / Review of the decision:

The review of the decision taken by the committee shall rest with the President, IoBM.

ATTENDANCE POLICY

Ensure 100% attendance for each course. 20% absence is permissible, only in case of illness, or emergencies. Absences have to be approved by the Management. Approval is contingent upon the evidence provided. 20% means that a student is allowed a maximum of four approved absences in a course during a regular semester and two in a course offered on weekends. If a student accumulates more than the allowed number of absences, he/she will automatically be awarded an 'F' grade in that particular course.

In case of a severe condition, a student may apply for condonation of excess absences supported with concrete evidence to Academics Officer, who will forward the application along with evidence and attendance record duly verified by him, to the Rector for approval. After the Rector's approval the student will have to sign an attendance undertaking. For detail visit the link: <http://www.examination.iobm.co/>

DRESS CODE POLICY

Appropriate attire enhances the personality and contributes to successful nonverbal communication in the workplace.

IoBM expects its students to reflect its values & standards in every way, and especially in the way they dress and conduct themselves.

This will enable them to make a positive impression and project a professional image wherever they go.

In order to achieve the above stated objectives, the following guidelines must be strictly observed:

- All clothing worn by students should be well laundered.
- Clothes should be inoffensive in terms of cuts and style, or by way of messages printed on them.

- Female students may only wear jeans provided their tops are of mid-thigh length. They should also be modest and avoid trans-parent materials and short lengths for sleeves and trousers/shalwars.
- Only light make-up jewelry and perfume is permitted.
- Male students are only allowed full length trousers and jeans. For footwear, they must wear dress shoes, moccasins, joggers or sandals with back straps.
- Male students should maintain proper haircuts and refrain from piercing their ears and faces.

No variation or violation in all of the above will be permitted and students doing so will be marked absent in their respective classes.

EXAMINATION NORMS

Each semester has two hourly exams (6th & 11th week) & one final exam in the 15th week. Mark distribution is explained to the students at the beginning of the semester. Traditionally, 15 marks are given for each hourly exam and 40 marks for the final exam.30 marks are assigned for quizzes and assignments. In some cases, there might be a slight variation if the concerned faculty so desires.

In its pursuit of excellence, IoBM believes in providing a congenial atmosphere to the students during exams in order to get them to perform at an optimum level. However, there are certain norms which the students are expected to be aware of and observe both in letter and spirit. These norms as follows:

- Impersonation may lead to permanent expulsion from the Institute.
- Cell phones are strictly prohibited in the exam hall/ room. Defying this rule may result in confiscation or a fine of Rs. 1000/=.
- Valid college ID card is mandatory for entry to the exam room/hall. There is absolutely no relaxation in this rule.
- Punctuality is most important at all times. Students are expected to check their exam location and be seated at least 10 minutes prior to the exam time. Late comers will be made to wait for

5 minutes in case of hourlies and 15 minutes in the final exam before they are allowed entry. Students arriving late by more than 15 minutes will not be allowed to appear in the exam.

- As per Institute's policy all question papers are to be returned along with answer scripts.
- Students are required to bring their own stationary and calculators as no lending or borrowing is permitted during examinations.
- Programmable calculators or other kinds of electronic devices are strictly prohibited inside the exam area.
- Indiscipline in the exam hall/room will not be tolerated. Such cases are to be reported to the controller of examinations immediately for appropriate action.
- Possession of any written material related to the subject or communication with their fellow students will result in disciplinary action through the decision of the Disciplinary committee.

Mid-Term Policy

Students are required to take two mid-terms and one final examination. There would be no N-1 given to a student. All students must take both the mid-term exams, as the aggregate of these would be included in the final grade. The Institute does not exempt students from completing course requirements on medical grounds nor is leave granted for any personal reasons. This is to ensure the market credibility of the Institute's teaching programs and degrees.

Policy for Course Repetition

Student failing a course twice will not be allowed to register for a third attempt. If it is a compulsory course, a second failure will lead to failure in the degree and withdrawal from the Institute.

Grade Improvement

The Institute provides an opportunity to students for improvement of their CGPA if it is below 2.5 in the undergraduate and 3.0 in the Graduate program. A student wishing to improve his grade in any course is eligible to reappear in that course with exemption in attendance provided he has secured at least C- in that course in the undergraduate and C in the graduate program. Only courses

for which grades C, D or F are received may be repeated for credit. Only one repetition is permitted, unless authorized in writing by the Dean. On repetition of a course, credit hours are applied towards a degree only once.

BBA (Honors) and BS students must maintain a minimum CGPA of 2.0 on a cumulative basis in order to maintain good standing. Any deficiency should be made up in the following semester. Otherwise, the concerned student may be dropped from the rolls of the College. A CGPA of 2.5 is required for conferment of the degree.

MBA and MPhil students are expected to maintain a CGPA of 2.5 to remain in good standing. Any deficiency should be made up in the following semester; otherwise the concerned student may be dropped from the rolls of the College. The cumulative GPA should be 3.0 in order for a student to receive the degree. MBA and MS students are required to repeat those courses in which they receive F and D grades.

Umrah Leave

Dates of hourly and final exams are announced in the catalog well in advance for subsequent semesters. Students should not plan their personal events including Umrah during these dates. Weightage requests will not be entertained for missing hourly or final exam on such pretext.

Umrah leave of two weeks (four absences) for weekdays and (two absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Rector. Total absences, however, should not exceed the allowed absence.

Hajj Leave

Hajj leave of three weeks (six absences) for weekdays and (three absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Dean/Rector subject to the condition that the student has not availed any leave/absence before during the semester.

Below Good Standing Policy

As per Institute of Business Management (IoBM) Policy, admission will be cancelled on the following grounds:

- Bachelor's students scoring a CGPA below 2.00 for two consecutive semesters and Summer Crash in an academic year
- Master's (Regular Program) students scoring a CGPA below 2.5 for two consecutive semesters and Summer Crash in an academic year
- Master's Weekend and Evening Program students scoring a CGPA below 2.5 for three consecutive semesters in an academic year (which includes three regular semesters)

Please note that if you have a below good standing CGPA, you cannot take semester gap/s unless approved by ED / Registrar.

Academic Dishonesty

To maintain credibility and uphold its reputation, the Institute has certain procedures to deal with academic dishonesty which are uniform and should be respected by all. Violations of academic integrity include:

- Unauthorized assistance during an examination
- Falsification or invention of data
- Unauthorized collaboration on an academic exercise
- Plagiarism

Definition of Plagiarism

Students are required to submit original work along with the Turnitin report which should be less than or equal to 19%. Papers and/or projects submitted as part of a group effort must be clearly identified, with the team members specifically acknowledged. Ideas, data, direct quotations, paraphrasing, or any other indirect incorporation of the work of others must be clearly referenced to avoid plagiarism. Examples of plagiarism include:

- Direct quotation or paraphrasing from published sources that are not properly acknowledged;
- The use of other persons or services to prepare work that is submitted as one's own;
- The use of previously submitted papers or work, written by other students or individuals;
- Misappropriation of research materials;
- Any unauthorized access to an instructor's file or computer account;
- Any other serious violations of academic or moral integrity as established by the instructors of the Institute;
- Misconduct during examinations.

Cheating is unacceptable. Examples of cheating are:

- Any written or oral communication among students during an examination
- Providing information about the content of an examination
- Impersonation by another student during an examination
- Using cell phones, programmable calculators or any other kind of electronic devices during an examination
- Using cheat sheet during an examination
- Material written on palm, hand or any other part of the body

IoBM is a no smoking campus and any violation of this rule can lead to serious consequences. The penalty for this can amount to the extent of cancellation of registration. Use of drugs is a very serious offense and any student found guilty will be rusticated permanently.

PROBATION / DISMISSAL OF STUDENTS

- I. A student can be placed on academic warning status if his/her semester GPA will fall below **2.0 in a semester. The GPA will be calculated with the F- grades included.**
- II. If the GPA remains below 2.00 (calculated with F-Grades secured) in the second semester attended, the student will be placed on probation.

- III. If the semester GPA of the student remains below 2.00 for 3 consecutively attended semesters, his/her admission will be cancelled from the University.
- IV. A student on probation will be allowed to take only 50% of the normal semester course load.
- V. The said student once dismissed cannot be granted admission in same or any other program of the University. Any student found taking admission, after dismissal, in any program, will have the admission cancelled, without any warning and with no refund of fee.
- VI. Any student who secures 0 GPA in the first semester, will not be placed on probation and his/her admission will be cancelled from the University immediately.
- VII. (Absentee)
- VIII. A student who fails in all subjects or secures “0” GPA in the ‘Zero’/First semester, his/her admission will be terminated without any warning or further probation except those who are pursuing degree in any discipline as they are continuing students. They are issued different registration number for administrative purposes. This policy applies to all academic pursuits.
- IX. Students who have up to 6 courses remaining for completing a program will be given one extra chance. Research Projects and Thesis are not counted in six (06) courses.

Disciplinary Requirements

- I. All students are required to observe the University’s Charter, Statutes, Ordinances and Regulations.
- II. Every student shall be subject to such disciplinary regulations as may be made from time to time by the management of the University.
- III. All members of the University and other persons authorized for the purpose shall have authority, and it shall be their duty, to check disorderly or improper conduct or any breach of regulation in the University premises.
- IV. Any member of the academic staff may, if he/she deems it necessary, require any student who is guilty of disorderly or improper conduct in a Lecture Room or Laboratory to withdraw from the room, and shall bring the offence to the notice of the Head of the department concerned and Disciplinary Committee of the University.

- V. Students shall be held responsible for making themselves acquainted with all Ordinances, Regulations and official notices which affect them.
- VI. It shall be the duty of all students of the University in all their acts to observe and maintain honest and peaceful behavior at all times within the precincts of the University and adjacent areas.
- VII. Entire campus is no smoking zone.
- VIII. For the safety and security measure, vehicles with tinted glasses and shades are not allowed to enter in the university premises.
- IX. Wearing shorts, sandals and slippers on campus is not permitted.
- X. The Librarian shall be especially responsible for maintaining order in the Library. The Librarian may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the Library and report to the HoD/DC.

Disciplinary Suspension or Dismissal

- I. The University reserves the right to suspend or dismiss a student for violation of its:
 - a) Policies
 - b) Regulations
 - c) Discipline Code or Unbecoming Conduct
 - d) Shortage of Attendance
 - e) Attempting to use unfair means during classes, quizzes or examinations.
 - f) Representing Political/Religious Party(ies) / Chanting Political/religious Slogans / Carrying Flags / Badges / Disseminating Political/religious Literature or any other identity mentioning any affiliation with any political or religious party.
- II. Management decision in all student matters shall be final.
- III. Fines or other penalties may be imposed by the Disciplinary Committee, or by any other person to whom the Committee has delegated powers to act on its behalf, on any student of the University for any Infraction of regulations, or for any act or behavior which is detrimental to the good order of the University.

- IV. A student of the University may be required to bear the cost of making good any damage to University property for which he/she may be responsible, which may be in addition to a fine or other penalty which he/she may have incurred in connection therewith.

MAINTENANCE OF RECORDS OF VARIOUS EXAMINATIONS

Answer scripts should be retained with the Examination department in a safe custody for a period of maximum 2-3 years. After three years, it can be destroyed/burnt under the supervision of a committee consisting of: Controller Exam and the Deans.

EDUCATIONAL ASSISTANCE AND SCHOLARSHIPS

IoBM has various types of internal and external Educational Assistance Programs to offer its students; the detail of these programs is given below:

INTERNAL EDUCATIONAL ASSISTANCE:

1. The IoBM grants Educational Assistance (EA) to its regular students. It is 50% waiver of tuition fee, awarded both on **Merit and Need basis**. It is automatically renewed for the next semester, subject to maintaining the specified criteria and GPA as attached Annexure-A.
2. Educational assistance is also awarded (50% waiver in tuition) to registered **children of full time employees** who have completed at least one year of regular service and 75% to 100% waiver in tuition fee to those who have completed at least 3 years of regular service. (see Annexure A)
3. **Permanent employees** also be provided 100% waiver in tuition fee through a deed of agreement for Masters/M. Phil and **Ph. D Programs**, Registration fee will be borne by the scholar. The award of scholarship will approve by ED Admissions. (Sample deed of agreement attached).
4. 50% tuition fee waiver/subsidy has also been awarded to students of **BE (Electrical)** and **BS (Industrial- Engineering & Mgmt.)** on maintaining GPA 2.50 with minimum 15 credit hours and 5 courses in a semester respectively. This is a promotional cum need based assistance. (Annexure A page 3)

5. **MBA Educational Management and MS Engineering** students will receive 50% tuition fee waiver on maintaining GPA 2.5 and 3.00 with minimum three & two courses in a semester respectively. (Annexure A page 3)

6. **Outreach students and TCF alumni** receive 100% fee waiver under CSR activity of IoBM. They have to maintain GPA 2.50 without D and F grade. If any student fails to meet the said criteria in a semester, he/she will be issued a warning letter. The Admission of such students' will be cancelled if their performance remains below the required criteria in consecutive two semesters.
 - a. **Procedure:**
 1. Educational Assistance forms are available to students twice a year: for Merit scholarship and for Need basis from January 1st to 15th and from July 1st to 15th. The last date of the said months is the deadline for submission of forms.

 2. The meeting of the Finance and Planning Committee (F&PC) held twice in a year to take decisions on submitted applications. The Finance and Planning committee comprising the Chairman, Executive Counsel, President, Rector, Deans, Executive Director Admissions, Senior Manager Corporate Affairs, Manager Admissions, one nominee each from HEC, Finance & Education Department Govt. of Sindh.

 3. Applicants submit forms along with the required documents twice in a year.

 4. Applicants who have applied for Educational Assistance on Need basis must submit with their forms the relevant documents, i.e. salary slip of parents, last paid utility bills (electricity, gas, telephone, and water)

5. 50% tuition fee deferment will be allowed only to students who have applied for Educational assistance just to facilitate their registration process. They have to pay the remaining 50% tuition fee along with full registration fee.
6. An officer of the FA/Scholarship section, Admissions department conducts a survey of the applicant's house, meets with the parents to evaluate the data provided with the applicant's form. This is helpful in assessing the student's need for educational assistance and the officer accordingly submits a report with his recommendations.
7. The Committee reviews the survey comments and takes decisions based on survey remarks along with academic performance.
8. Minutes of F&PC prepared and send to ED Admissions for her review and approval.
9. After the finalization of F&PC minutes, letters of approved cases (EA/Merit), regret and review result cases have been made and send to ED Admissions for signature.
10. Signed letters, then send to specific students via email to their IoBM student email IDs. The student can also collect the original letter from the FA/Scholarship section, Admissions department.
11. Approved cases of EA/Merit will also be updated on FA module.
12. Scholarships/FA continues subject meeting the academic criteria

b. Revocation of Educational Assistance / Merit Scholarship

1. Generate list of active students of FA/Merit Scholarship through PS
2. After reconciling the academic performance of latest available results with their transcripts

3. To highlight those students not meeting the FA/Scholarship criteria
4. Detached their FA/Scholarship group previously assigned to the student IDs

Restoration of Educational Assistance / Merit Scholarship

1. Student forward his/her request for the reactivation of FA/Scholarship on the basis of his/her results of current semester i.e. Spring (*according to the above e.g*)
2. After reviewing student results, financial aid/scholarship section forward student's request with a recommendation to ED Admin for approval.
3. Updating student account on software after the approval of ED Admin

President's Merit Scholarship

1. The PMS is awarded to students on achieving highest CGPA 3.69 in an academic year.
2. Process is to receive the list from IT Dept
3. After the scrutiny of the said list, send it to the Transcript section and the Examination Department to review overall and detailed transcripts of the proposed students for the award of PMS
4. After review by the Transcript and the Examination Department, the list is forwarded to the ED Admin for her review and initial approval
5. The list is then forwarded to the President for the final approval.
6. To invite the Chancellor for award ceremony
7. An invitation to be sent to the President, Rector, Deans and HoD's (Academic & Admin) by the ED Admin
8. Email to be sent for invitation to students.
9. To call parents to invite them for event
10. Merit letters/certificate to be signed by the Registrar, Rector and the President-IoBM
11. Placement of student names on the website and Notice Boards
12. The inauguration ceremony for distribution of Letters/certificates is to be arranged

Sports Scholarship

Sports scholarship awarded to students who are the active player of IoBM sports team. After the endorsement of student's application by the sports officer, sports scholarship awarded to student which is 50% of tuition fee

IoBM Endowment Fund

If any student needs more assistance or has been disqualified due to not meeting the criteria's may be given FA from the IoBM endowment fund up to even 100% tuition fee as approved by the competent authority

EXTERNAL EDUCATIONAL ASSISTANCE:

i. Endowment Fund Scholarship, Government of Sindh

Education Department, Government of Sindh offers need based scholarship to students having Sindh domicile. Announcement of scholarship made public by advertising in new papers. Below are the procedures:

1. FA/Scholarship section, Admissions department collects the scholarship forms by visiting the Endowment fund section, Education department, Govt. of Sindh
2. An announcement email is sent to students to collect and submit the forms as per the required eligibility criterion mentioned in the announcement.
3. The FA/Scholarship section, Admissions department scrutinizes the forms and informed the student in case of any requirement not fulfilled by the student
4. After receiving the notification to conduct interviews by the Endowment department, all applied students are informed via email regarding their interview schedule.
5. Interview panel consist of members of Endowment section, Govt. of Sindh and a representative from IoBM is also a part of the interview panel.

6. After the interview process, a final approved list is given by the Endowment section, Govt. of Sindh for making invoices.
7. The approved list is then forwarded to the Finance department for making invoices to be sent to the Endowment section, Govt. of Sindh.
8. Endowment section, Govt. of Sindh releases the payment as per their approved list and our invoiced amount
9. The received amount is then credited to the students' account by the Finance Department
10. The FA/Scholarship section, Admissions department inform the students regarding their payment disbursement via email.

ii. **Tabba Foundation Scholarships**

Tabba Scholarship forms are issued to needy students' after an initial interview with ED Admissions along with AM Admissions. After the approval of ED Admin, the following procedure is to be followed:

1. To issue Tabba Scholarship forms to student
2. Receive forms with required documents from students.
3. These students will be given 50% tuition fee deferment in FA module just to facilitate them in the registration process. They have to pay the remaining 50% tuition fee along with full registration fee.
4. Filling of Financial assistance and the balances section of the form by the FA/Scholarship section, Admissions Dept.
5. To take printout of overall transcript and student ledger
6. After scrutiny of forms these are signed by the Finance Department to confirm balances and also signed by FA section to check other requirements.
7. Send forms to the President-IoBM for signatures
8. To Prepare detailed report and send it to Tabba Foundation for the payment disbursement.

9. After receiving the payment from Tabba Foundation, acknowledgement is sent to Tabba Foundation.
10. The approved list is forwarded to the Finance Department for making receipt of disbursed amount.
11. Inform students via email.

iii. Shan Food Endowment Fund

If any student needs more assistance or has been disqualified due to not meeting the FA criteria's, he/she may be given FA from Shan endowment fund as approved by the competent authority.

iv. Bashir Janmohammad Dawood Trust Scholarships

If any student needs more assistance, FA/Scholarship section forwards his/her case to the F&PC with their recommendation. After approval from the Chairman, a letter with required fee is sent to the office of BJMDT.

MERIT SCHOLARSHIP / EDUCATIONAL ASSISTANCE POLICY

1. The Merit Scholarship and Educational Assistance i.e. 50% waiver of tuition fee is awarded and it is automatically renewed for the next semester, subject to maintaining the following criteria with no 'D' or 'F' grade in a semester.

If a student having 'I' grade in any semester, his/her FA/scholarship will be considered revoked unless he/she re-appears in that particular course and obtains at least 'C minus' grade.

2. Minimum course load for semester Summer should be 2 courses for regular students.
(All under-graduate programs, MBA-Regular, 2 & three years)

3. Minimum criteria for President's list is GPA & CGPA 3.69 in an academic year without 'D' and 'F' grade.
4. The Executive Director/ President may relax any of the criteria in special cases as they deemed fit.

MERIT SCHOLARSHIP

Program	Required GPA in a semester	Min.Crs Load per semester	Waiver in tuition fee	Waiver in reg.fee
Bachelors	3.50	5	50%	Nil
B.E (Electrical)	3.50	15 cr.hours	50%	Nil
Sports - Bachelors	3.00	5	50%	Nil
Sports - Masters	3.20	5	50%	Nil
MBA-Regular	3.60	5	50%	Nil
MBA-Executive	3.60	3	50%	Nil
M.Sc	3.60	3	50%	Nil
MBA-Weekend	3.60	3	50%	Nil
MBA-1 year	3.60	3	50%	Nil
MBA - Evening	3.60	3	50%	Nil
M.Phil & MS Program	3.60	2	50%	Nil
Ph.D	3.60	2	50%	Nil
President's List	GPA & CGPA 3.69 (in an academic year)	same as above (program wise)	50%	Nil
New Students (All Programs)	Bachelors, GPA 3.50 Masters, GPA 3.60	same as above (program wise)	50%	Nil

New Students (All Programs)	Bachelors, GPA 3.50 Masters, GPA 3.60	same as above (program wise)	100%	Nil
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EDUCATIONAL ASSISTANCE

Program	Required GPA in a semester	Min.Crs Load per semester	Waiver in tuition fee	Waiver in reg.fee
Bachelors	2.80	5	50%	Nil
B.E (Electrical)	2.80	15 cr.hours	50%	Nil
Sports - Bachelors	2.50	5	50%	Nil
Sports - Masters	3.00	5	50%	Nil
MBA-Regular	3.20	5	50%	Nil
MBA-Executive	3.20	3	50%	Nil
M.Sc	3.20	3	50%	Nil
MBA-Weekend	3.20	3	50%	Nil
MBA-1 year	3.20	3	50%	Nil
MBA - Evening	3.20	3	50%	Nil
M.Phil & MS Program	3.20	2	50%	Nil
Ph.D	3.20	2	50%	Nil
New Students (All Programs)	Bachelors, GPA 2.80 Masters, GPA 3.20	same as above	50%	Nil

		(program wise)		
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Source: Admission Office

ENTREPRENEURSHIP (INCUBATION CENTRE) POLICY

In order to inculcate entrepreneurial sense among the aspiring graduates IoBM promotes students to take initiatives of practicing business like situations and to transform conceited ideas into reality through entrepreneurial incubation centers. The following measures should be kept in consideration:

1. The objective of the policy is to promote entrepreneurial activities.
2. The aspiring students would apply for incubation center facility who want to transform their ideas into reality
3. A committee comprising of following members would vet and approve the request of the student:
 - a. Director ORIC
 - b. The Dean of Faculty
 - c. The HoD
 - d. One Senior Faculty Member
 - e. If required, an expert from the relevant industry

The requests will be assessed on the following aspects:

- f. Demand of the proposed business
- g. Marketability of the Project
- h. The extent of the marketing, finance, and human resources needed.
- i. Existence of such business in the market
- j. Quality of the overall business plan
- k. Ability of the proposal to take-up such venture
- l. Relationship of the proposal with mission and vision of IoBM
- m. The business can be in any industry but overall cost of the startup and the overall cost of the proposed business should not be over 100,000/- (one time only)

4. The committee would recommend a minimum of 03 projects per year
5. Nature and the Support provided by the University:
 - a. Workstation
 - b. Office with telephone & internet (LAN/Wi-Fi) and other requisite facilities
6. The funds will be borne by IoBM.

Note: *After the kick start, business will bear all its expenses independently and act as per agreement for the royalty and profitability.*

POLICY ON STUDENTS' CAREER COUNSELING AND PLACEMENT

Placement Department shall assist students in career assessments and job search. The objective is to connect graduating students with career opportunities that align their academic qualifications with their goals:

Placement/Corporate Liaison Department shall assist in road-mapping students' career. One to one mentoring shall be provided to students, they can schedule a session and receive mentoring for their career development.

Department shall carry out talent classification by classifying students based on high academic, intellectual aptitude and extraordinary talent.

The students shall go through the following series of processes:

- i. Learn how to write professional CV in different formats
- ii. Get prepared for aptitude test (maths/English/logic)
- iii. Acquire business acumen and refresh technical and functional skills through tests and projects
- iv. Go through panel behavioral and situational interviews and learn how to relate personal learnings to competency questions and professional conduct
- v. Highscorers shall be recommended to organizations according to their requirements.

Following additional services shall be extended to the students:

a. Resume Writing:

Creating an effective, representation for students educational and co-curricular achievements

b. Job Search:

Keep students connected about job opportunities and recruitment drives

c. Internships:

Give students access to current and up-to-date internship opportunities for your mandatory summer internship.

d. Mock Interviews:

Give student feedback on their interview skills.

e. How to dress up in office/workplace:

Provide students awareness about current trends by inviting designers, and giving training about how to dress up at workplace.

POLICY ON CORPORATE LINKAGE

All possible measures shall be taken to develop and maintain congenial yet mutually beneficial relationships with the corporate sector in order to know the changing demands.

Keeping in consideration that:

1. All MOU's must ensure that no financial or legal liability or the act of the corporation becomes a liability of IoBM.
2. All MOU's must ensure that these in no way violates the mission, vision & values of IoBM.

The additional following measures shall be taken by the Placement & Corporate Liaison department:

- i. Identify the training & development needs of the corporate sector & forward them to the relevant department for initiation of trainings.
- ii. Ensure true representation of IoBM on platforms of professional associations.
- iii. Consistently apprise Corporate/Business Sector about the Researches conducted by the IoBM-ORIC and extend University support for conducting research on any problem.
- iv. Arrange /attend Corporate Seminars /Works to establish close liaison with the corporate sector.

- v. Invite alumni who are working in business sector as guest/moderators to increase both Alumni and Corporate relationships.
- vi. Seek assistance from corporate sector in updating Curriculum.

POLICIES FOR NATIONAL / INTERNATIONAL AND ACADEMIC/BUSINESS WORLD LINKAGES

Academic and Corporate / Business Linkages

All possible measures shall be taken to develop and maintain congenial yet mutual beneficial relationships with the corporate sector in order to know the changing demands. Keeping in consideration that:

1. All MOU's must ensure that no financial or legal liability or the act of the corporation becomes a liability of IoBM.
2. All MOU's must ensure that these in no way violate the mission, vision & values of IoBM.

Establishment of International Linkages

IoBM believes in building an International outlook for its faculty and students. To achieve this objective University focuses in building linkages and collaborations with International institutions of repute to the extent that its distinctive identity is not compromised. The following aspect must be considered

1. IoBM will not serve as a recruiting ground for the foreign University /institute.
2. The transfer and acceptance of credit hours has to be reciprocal and in accordance with the stipulations of the Higher Education Commission of Pakistan.
3. Sharing and exchange of faculty has to be on reciprocal basis.
4. All decisions of the collaboration must be brought to the University coordination committee comprising of the following members.
 - i. Chancellor/President
 - ii. Vice Chancellor/Rector

- iii. Office of the ORIC & EMEC
- iv. Head of Corporate sector
- v. Deans
- vi. Registrar
- vii. Finance Manager (if any financial matter involves)

Policy for Corporate Social Responsibility (CSR)

University can undertake any of the following or more activities that can help in the overall development of the society.

1. University can setup fund raising activities for the victims of Natural Disasters such as Earthquakes, floods etc.
2. University can undertake an outreach program or run orphanages so that it can direct youth towards progressive activities.
3. University can also propose any other activity that comes under its mission statement that can help overall improvement to its neighborhood.
4. All such activities record and accounts must be recorded separately and must have prior approval from the President before their initiation.

POLICY FOR CONVENING BOARD OF FACULTY / BOARD OF STUDIES

There shall be at least 02 meetings each of BoS / BoF per academic year. However, the faculties and departments are advised to convene Board of Studies and Board of Faculties Meetings as many as required in order to keep the operations of the institution swift, in orderly fashion, abreast with local or international changes, and for removing the glitches in routine activities.

POLICY ON STUDENT TO TEACHER RATIO

In order to increase teacher to student interaction IoBM would maintain certain student to teacher ratio as mentioned below:

- i. For Undergraduate studies; Ratio will be 25:1 or lower where possible*
- ii. For Postgraduate studies; Ratio will be 15:1 or lower where possible*

COUNSELING HOURS POLICY

Academia of 21st Century is not only the infrastructure of brick and mortar and indifferent of the complexities of the modern world where diversity, technology, and fast pace has compelled youth to think and execute fast.

Keeping in view these challenges the University has made it compulsory, from its inception, that the faculty members, irrespective of their position, would manage to provide counseling to students both on curricular difficulties and beyond curricular matters.

As per contractual obligation, the faculty members are required to provide counseling of minimum 08 hours per month to the students and are required to affix the counseling hours' schedule on the door of their room/cubical. The faculty members' counseling hours schedule shall also be made available online preferably.

The counseling shall be for Academic, Psychological, and Career oriented matters. The relevant members shall maintain the record of the same.

POLICY REGARDING FORMULATION AND UPDATION OF CURRICULUM

1. CBM curriculum shall be designed and updated to meet the demands of corporate sector ranging from financial institutions to service providers while considering the following aspects:
 - a. The prescribed curriculum of regulatory bodies such as the Higher Education Commission of Pakistan, PEC, NBEAC, NCEAC etc.
 - b. The curriculum of leading universities around the globe.
 - c. Industry / Corporate Sector Feedback
 - d. Employers feedback
 - e. Alumni feedback shall be obtained through the feedback form and by input given in guest speaking session and seminars, etc.
 - f. Industry feedback shall be taken from adjunct faculty coming from industry.

- g. The faculty must also incorporate the local market practices being regularly collected by the University through Projects/Research Projects, Final Year Projects, and Theses.
- h. Feedback acquired from all sources must go to the course committee through the HoD or Dean.
- i. The Course Committee shall complete its recommendations for subsequent consideration by the Board of Faculty, Board of Studies, and the Academic Council.

Policy for International Content

1. All teaching departments must ensure that the curriculum is compared and matched with other international leading universities curriculum to ensure that the course that are offered are internationally accepted.
2. The contents of the courses must be designed while considering internationally used reputed books of the respective disciplines.
3. Teachers must be required to use international books for class room delivery and developing course material.
4. Classroom discussions must include local industry examples as well as international examples to ensure that students learning remained aligned with local industry needs and international market demands.

INTERNSHIP

Out Campus

- I. All Students of IoBM are required to undertake an internship of 8 to 12 weeks in an organization of good repute.
- II. Internship is a mandatory requirement for award of Bachelor's degrees.
- III. The students of Bachelors program shall have completed 24 courses in order to be eligible for internship.
- IV. To get internship opportunity, the student should have at least 2.5 CGPA.

- V. The student can also submit an application to the placement department to get assistance in getting Internship. However, it will remain the prime responsibility of the student (s) to seek an opportunity of internship.
- VI. The student shall have to pass the in-house interview for internship, if Placement Department is arranging the same.
- VII. At the end of the internship period, the student shall submit an internship report and is also subject to an interview. The student will also obtain a performance report (on IoBM Prescribed Form) from the supervisor of the relevant organization. And finally to make sure that the report has gone through the Turnitin process with less than 19% similarity, and not more than 5% from the same source.

In Campus

A. Conditions:

- I. The student should have a CGPA of 2.50 or above Internees are required to work for a minimum of 30 hours per week.
- II. The Internee Shall be appointed for a specific purpose. However, he/she may be called for any other work during the semester for which he/she will keep himself/herself available.
- III. The internee will not perform any activities which may be detrimental to the reputation of the University.
- IV. Hiring of internees will be for a period of 3 months which will be extendable for another 3-month subject to the approval of the relevant HoD.
- V. Internees will be paid as under:
 - a. For Bachelor Students Rs. 10,000 per month (Fixed)
 - b. For Master Students Rs. 15,000 per month (Fixed)

(This amount may be reviewed from time to time by Finance and Planning Committee of the University)

- VI. Internees will not be entitled to fringe benefits offered to other employees of the University

B. Process:

- I. The Head of the respective Department will evaluate tasks to be performed by these internees and fill out “Internee Request Form” and will submit the same to Human Resource Department (HRD).
- II. Approval will be granted by the Registrar for all Internees to be hired for all departments.
- III. After the approval is granted, the HRD will issue standardized appointment letters to the applicants. Signed copy of letter will be returned to the HR by the Registrar’s Office/candidate who will forward it to the Finance Department for record keeping purposes and to the relevant HoD(s).

GUIDELINES FOR ESTABLISHING PARTNERSHIP WITH LOCAL COLLEGES AND SCHOOLS OF PROFESSIONAL EDUCATION & SOCIAL SECTOR ORGANIZATIONS

A) Establishing Partnership with Local Colleges and Schools of Professional Education

The institutions in modern day cannot survive in vacuum, there has to be relationship of significant mutual interest and benefits. IoBM shall develop such relationships with public and private institutions on the following basis:

- The Institute shall of a recognized institution and good repute with which the relationship shall be developed.
- The Institutions having relationship tie shall add value to the programs offered on reciprocal basis.
- The Institutions shall indemnify each other of all kinds of infringements.
- The institutions and their constituent campuses / branches (if any) shall protect each other from harm.

- IoBM shall provide academic assistance to the institutions by sending knowledge Leaders for dissemination of knowledge and sharing experience without any cost to the institutions.
- The Dean of Faculty must recommend elaborating the relevance and importance of the agreement. The MoU shall be sent to the regulatory body for seeking permission before signing the agreement.

B) Policy of Faculty Involvement in corporate world and community:

The policy for increasing faculty involvement in corporate world and community is as under:

It is imperative that the faculty members must be well versed with the corporate world in terms of latest tools, techniques & practices have the following policy to be adhered to:

1. Encourage faculty members to do consultancy with the industry as per the approved profit sharing policy.
2. Encourage faculty members to provide research & other marketing support to the industry as a CSR activity to the University and as per CSR policy.
3. Encourage faculty members to invite guest speakers from the corporate world into the classes so that corporate experience can become part of their learning as well.
4. Encourage departments to build partnerships with the industry to encourage sharing of resources & experiences.
5. Arrange trainings for faculty about latest research and analytical tools used in the industry through corporate services department, ORIC and EMEC.
6. Frequent visits to industries for a better knowledge of various operations that are being carried out.
7. The Dean of the faculty will be solely authorized to approve such participations if they are in line with the University policies.

Faculty Participation in Academic and Professional Organizations:

The policy for increasing faculty Participation in Academic and Professional organizations is as under:

1. The role of Academia has evolved from agent of behavioral change to an entity responsible of inculcating professional competencies. This requires faculty members to remain abreast with latest in the discipline and practices.
2. The competent authority is pleased to support faculty members to get memberships of the concerned, active Associations / Professional Organizations. In this regards, following measures shall be adhered to:
3. Faculty members must identify the professional bodies / organization in their teaching domain.
4. Every faculty member must get membership of at least one national or international professional organization.
5. Faculty members must seek approval of the Dean concerned for acquiring the membership of professional bodies.
6. The Dean shall seek an institutional membership as well to facilitate all members.
7. The faculty members are also directed to actively participate in Educational / Professional Conferences and Workshops.
8. The Dean of Teaching Faculty shall provide complete information about the participation of faculty members in different programs of academic and professional importance.

FACULTY RESOURCE PLAN/TIME-TABLE

Resource plan based on the following process:

1. Pre-registration of students is done on an automated ERP. This is done during the mid of each semester.
2. For this a timetable is developed by the school
3. This early registration helps the school to plan for specific faculty resource for the upcoming semester by area (i.e. Marketing, Finance, and Management & Economics),

seniority (Professor, Associate Professor, Assistant Professor, Lecturer) & Role (Administration, Teacher etc.).

4. Keeping in view the pre-registration data the HODs prepares a list of available faculty resources based on the expertise for the final decision of Dean.
5. Courses are then first allocated to the Permanent Faculty based on their expertise and the left over courses are offered to the visiting faculty.
6. IoBM strictly follows HEC criteria for hiring faculty members.
7. The following student to teacher ratio is maintained
 - For Undergraduate studies; *Ratio of 25:1 or lower where possible*
 - For Postgraduate studies; *Ratio of 15:1 or lower where possible*

Faculty Development

The policy for the Faculty Development is as under:

It is imperative for every educational institution to sustain and develop its faculty. It is one of the top priority at IoBM to provide opportunities to its faculty to acquire skills that are needed to deliver quality education. The following are salient features of the policy:

1. It is the prime responsibility of the Deans to identify the developmental needs of their faculty related to their subject of expertise (teaching domain).
2. The Deans must circulate a “Need Analysis Form” to all the faculty members at least three months prior to the beginning of new Academic Year.
3. Faculty members are also encouraged to take it as their responsibility to notify to the Dean as and when they identify any developmental need in their teaching domain.
4. Dean must also make it mandatory on their faculty members to enroll in higher degree programs based on subsidized fee policy of the University.
5. The Deans must also send one faculty member from each of the specialization area to work with an organization for same time and acquire practical knowledge.

6. Each teaching department must conduct at least two training sessions per year to enhance the teaching skills of the faculty in the area of communication skills, technology use, curriculum development and examination/assessments.
7. A yearly report in this regard must be submitted by the Deans to the Office of the President/Rector.

RESEARCH AND DEVELOPMENT POLICY

The comprehensive R&D Policy of IoBM is as under:

1. Every student & faculty member of the University must be encouraged to undertake research.
2. All students must undertake at least 06 credit hours of research courses as part of their curricula.
3. All research work must be checked for plagiarism as per the Plagiarism policy of the University.
4. The University must allocate at least 10 percent of its budget for the research & development activities.
5. The University encourages its faculty to participate in International conferences and compensate as per its conference participation policy.
6. The teaching departments must encourage their faculty to publish in the Impact factor & ISI/Scopus listed journals. University will pay the publication fee and incentive of Rs. 50,000/- to the principal author and course load of faculty is reduced up to 1, if 1 publication is published in ISI Thompson Reuters (JCR) listed journals in a year.
7. University will pay the publication fee and incentive of Rs. 25,000/- to the principal author if publication is done in SCOPUS or Impact Factor journals or as recommended by Research committee.
8. University encourages disseminates of published work and hence faculty members must share their research work in departmental meetings, seminars and courses so that learning can be shared.

9. The University encourages its faculty to undertake corporate researches as paid project or as a CSR activity so that the business community can be helped & industry University relationships can be strengthened.
10. The research committee of the University working under ORIC must evaluate such projects and approve as per guidelines provided to them. No projects can be initiated without the approval of the Research committee.
11. The role of the ORIC of the University will remain intact in all research activities.
12. The teaching departments must encourage their faculty to commercialize their research work by patenting it. ORIC department is supposed to provide such support.

CONFLICT OF INTEREST POLICY

The guiding principles for the identification and management of conflicts of interest in any situation are:

1. Faculty/Staff members acting on behalf of the University must be seen at all times to behave in an impartial and transparent manner.
2. It is important to understand that the existence of a conflict of interest does not necessarily imply wrong-doing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed.
3. Faculty/Staff members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognized and handled appropriately.
4. Conflicts of interest must be dealt with quickly and transparently, that is they must be:
 - a. Acknowledged
 - b. Disclosed
 - c. Put on record, where appropriate, and effectively managed or avoided
5. If a Faculty/Staff member has any doubt as to whether a conflict of interest exists, they must disclose the matter to his/her Head of Department.

6. Faculty/Staff members must consider how an impartial observer might reasonably perceive a conflict of interest situation or relationship, whether or not any wrong-doing is involved.
7. Conflicts of interest may raise complex issues and Faculty/Staff members and their HoDs must judge each situation that arises in a prudent manner.
8. Disclosure of conflicts of interest may involve disclosing personal information. This information must be handled with due regard to the privacy of the individual concerned.
9. If a person has a conflict of interest in the matter being considered, they must not take part in any discussion or decision on the matter giving rise to the conflict unless the relevant HoD decides otherwise.
10. However, a person who has a direct or indirect financial interest in the matter being considered must not take part in any decision about the matter.

Managing conflict of interest

All conflicts of interest that require further action are to be submitted to Registrar Office. Submissions of complaint should have following details mentioned:

- I. Name of the person/ person(s) involved
- II. The nature of the disclosure
- III. The decisions taken on the disclosure by the relevant academic head or manager any subsequent action taken on the issue.

Registrar will be taking appropriate action by forming a committee consisting following members:

- I. HRD Representative
- II. HOD of the relevant Department
- III. Dean Concerned

DOCUMENTATION OF PUBLISHED WORK/RESEARCH ACTIVITIES

1. University encourages dissemination of published work and hence faculty members must share their research work in departmental meetings, seminars and courses so that learning can be shared. Every new research work needs to be updated on IoBM link/Faculty website.
2. The role of the ORIC of the University will remain intact in all research activities.
3. The teaching departments must encourage their faculty to commercialize their research work by patenting it. ORIC department will be responsible to provide such support.

SOCIAL MEDIA POLICY

All students and Faculty/Teachers of IOBM are required to abide by the following rules/ guidelines for the use of social media on the internet:

1. Students and Faculty/Teachers/Staff are not allowed to create any page or ID that resembles with any of the IOBM official page(s) and/or site and/or ID.
2. Students and Faculty/Teachers/Staff are not allowed to create, represent or join any political or religious group being identified as the student of IOBM.
3. Students are not allowed to discuss or post comments about any staff or faculty member of IOBM and their family members on any social media site.
4. Students and Faculty/Teachers/Staff must seek official approval from the management before putting any official information on their site/Page(s). However, approval is not needed if the information has been taken from official site.
5. Posting or displaying of any content such as images or text that in any way defame the Institution, its faculty, staff or other students is strictly prohibited for entire staff, faculty and students. All postings are just like speaking at a public forum hence the dignity of IOBM must not be compromised.
6. Policy matters of the University must not be talked about on any social media site.
7. Students and Faculty/Teachers/Staff are not allowed to share any official information of the University on social media such as addresses, phone numbers or other personal information of Employees or students without the consent of the individual.

8. Students and Faculty/Teachers/Staff are not allowed to use social media being IOBM representative (s) for fund raising (requesting/collecting funds) within / outside the University for any Natural Calamity until and unless they are permitted by the Office of the Registrar.
9. Safeguarding passwords and IDs are students'/Faculty/Teachers/Staff personal responsibility.
10. Any other act/deed/discussion on social media which may bring defamation to IOBM.
11. Failure to follow the above guidelines would be considered as violation of University Policies and disciplinary action will be taken that may lead to termination of admission/job from the University, etc.

HONORARY DEGREES

1. The Board of Governors may confer an Honorary Degree on any person without requiring him to undergo an Examination, if it is satisfied that he is a fit and proper person to receive such a degree by reason of his eminence in the field of science or scholarship or in view of his distinguished service to the country or humanity in general.
2. The Board of Governor's decision to confer such a degree (which shall be subject to confirmation by the Chancellor/Patron) shall be made on a recommendation to that effect coming up from the Board of Governors. The Board of Governor's decision shall be made at meeting held after proper notice and supported in each case by the opinion of a majority of at least two- thirds of the members present at the meeting.