SZABIST

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
ISLAMABAD CAMPUS

Discover
Yourself

Student 2019
Handbook

University of Your Choice

www.szabist-isb.edu.pk

WE CELEBRATE
DIVERSITY!

SZABIST

Student
Handbook
2019
Islamabad Campus

Contents

Welcome Message by the Chancellor
Welcome Message by the President
Welcome Message by the Vice President (Administration & Finance)
Welcome Message by the Vice President (Academics)
Welcome Message by Head of Campus (Islamabad)

1. ACADEMIC GUIDELINES

Contents

2. STUDENT FACILITATION

Welcome Message by the Chancellor

Based on the vision articulated by Shaheed Zulfikar Ali Bhutto of a self-reliant Pakistan, SZABIST was established in 1995 to offer a path to high quality education, knowledge, research and holistic development.

Keeping in view the standards of tertiary education and market requirements, SZABIST pays special attention to grooming students as industry's future leaders and offers degrees in the disciplines of Management Sciences, Computing and Engineering Sciences, Media Sciences, Social Sciences, Law, Biosciences and Education Leadership Management.

Taking forward the mission of our Founding Chancellor, Shaheed Mohtarma Benazir Bhutto, SZABIST has come a long way and is today recognized as one of the best business schools in the country by the Higher Education Commission (HEC) of Pakistan. SZABIST is also rated as an "Outstanding" institution by the Charter Inspection and Evaluation Committee (CIEC), Government of Sindh.

SZABIST is the perfect platform where students can discover their capabilities and strengths while learning to overcome their weaknesses to achieve their educational, professional and personal aspirations.

This Handbook is designed to help you, the students, to familiarize you with SZABIST's policies and procedures, to make your experience as a student both rewarding and successfull.

I congratulate you on your decision to become a part of SZABIST and I welcome you on a journey enriched with learning and discovery.

Dr. Azra Fazal Pechuho
Chancellor
SZABIST

Welcome Message by
the President

It gives me immense pleasure to welcome you to the Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST). Over the past many years SZABIST has made remarkable progress in strengthening its market reputation both nationally and internationally. This is evident from the increased enrollment in its five campuses (Karachi, Larkana, Hyderabad, Islamabad, and Dubai), expansion in the academic programs and high quality ranking.

At SZABIST, we provide students with market relevant and skill-based education, enabling them to become responsible citizens and simultaneously productive members of Pakistan's society and economy.

SZABIST maintains a high standard of education; we place a priority on highly qualified faculty and professionals who provide a rigorous but conducive and supportive learning environment. In addition to a wide spectrum of disciplines, SZABIST offers exciting opportunities for co-curricular activities. Student societies of SZABIST organize guest speaker sessions, arrange workshops and build networks with the Alumni and renowned companies for assistance in job placements.

Education at SZABIST is one of the best investments for a successful professional career. We encourage our students to work hard and strive for excellence in every aspect of their academic career.

Shahnaz Wazir Ali (S.I)
President
SZABIST

Welcome Message by the Vice President Administration & Finance

Welcome to SZABIST and congratulations on being selected at one of the highest ranked Higher Education Institutes of Pakistan. With the vision of Shaheed Zulfikar Ali Bhutto brought in reality by his daughter Shaheed Mohtarma Benazir Bhutto, and under the guidance of our Chancellor Madam Azra Fazal Pechuho, SZABIST has evolved into a world class institute globally recognized for its excellence in education, research and in producing highly qualified scientific and technical graduates.

SZABIST Administrative and Academic wings are enthusiastically preparing and looking forward to journeying with you an exciting period, where you will enjoy excellence in a respectful and caring environment.

This Student Handbook is a compendium of the courses being offered at SZABIST that will stir you to consider the discipline best suited to your requirements. I hope the Student Handbook will serve as a useful guide in planning out your academic tenure at SZABIST.

With best wishes

Nasreen Haque
Vice President (Administration & Finance)
SZABIST

Welcome Message by
the Vice President Academics

Congratulations for being a part of SZABIST family. The institution enjoys a high reputation due to its professional environment and dedication to impart quality education. The institution has crossed 20 plus years of its existence. Its exponential growth speaks itself of its popularity. It is fully recognized by all regulatory bodies in the country, such as HEC, PEC, NCEAC, NBEAC, NACTE, CIEC (Sindh). It is a member of several international associations, such as International Association of Universities (IAU) Paris, Association of Commonwealth Universities (ACU) London, Association of Advance Collegiate School of Business (AACSB) Singapore, Asia University Federation Seoul, Asia-Pacific Quality Network (APQN) China, etc.

The institution is committed to preparing students in diversified areas of learning such as Management Sciences, Computer Science, Media Sciences, and Social Sciences at Islamabad Campus. The learning outcomes of the courses and programs have been carefully designed to compel the students to develop critical & creative thinking and to acquire problem solving skills. We understand, University without Research is tantamount to Body without Soul. That is why we give high priority to research seminars and encourage our students to write research articles at every stage.

Our Executive Development Center (EDC) looks after the job placements and builds linkages with alumni. That's why our alumni are our face value.

Our strength is our ERP, developed by our own software house. We fully make use of modern IT tools in teaching and managing our academics and ensure quality education through ongoing and systematic assessments throughout the semesters. We have been awarded 93% score by QEC/HEC.

Finally, we believe in building the personalities, not merely producing degree-holder graduates. This we ensure through conducting seminars and guest lectures frequently by eminent personalities, through our students' societies, which are responsible to arrange co-curricular and extra-curricular activities round the year.

Please go through this entire Handbook to know about rules and policies followed at SZABIST.

Prof. Dr. M. Altaf Mukati
Vice President (Academics)
SZABIST

Welcome Message by
Head of Campus

Welcome to SZABIST Islamabad Campus—one of the leading seats of higher learning!

SZABIST remains the first choice for students hailing from socio-economically diverse cadres of society as while ensuring all standards of educational process, we remain an equal opportunity contributor in higher education. Our motto of quality education at affordable cost bespeaks our values. Such a visionary approach affords SZABIST an edge over other educational institutions of the sort.

Following a dual track of education where personality development and character building go hand in hand with academic excellence, the institute has developed an appropriate environment spearheaded by its distinguished faculty, capable management, and talented students—all being conscious of their coordinated role as equal stakeholders in the entire educational process.

In addition to excelling in academic standards, students' active participation in socio-cultural activities of high canons nurture exceptional values of social importance and imbibe a high sense of social and civic responsibility among the youth.

We welcome you to present a united Pakistani community of students, engaged in a ceaseless endeavour to set competitive educational standards and seek unprecedented horizons in higher education to stimulate and lead the industrial transformation of the country.

This Handbook provides you with comprehensive information about rules and regulations followed at SZABIST. We hope that as part of SZABIST community you will find your stay here self-fulfilling and productive.

Khusro Pervaiz Khan
Head of Campus
SZABIST

Preface

This edition of the Student Handbook has been compiled to communicate to you rules, policies, and procedures governing the student body, and also to describe the services available to you as a student. For your convenience, a copy of the handbook is maintained on SZABIST website - www.szabist-isb.edu.pk. While going through the Student Handbook 2019, you will be able to identify the system design including key departments, their functions, and the personnel who will assist you throughout your association with SZABIST. In case you require any clarifications, do contact your Program Manager and Student Advisor who have been appointed to support you.

We hope to see you and have a successful educational experience at SZABIST.

> **051-4863363-65**
> **info@szabist-isb.edu.pk**
> **www.szabist-isb.edu.pk**
> **www.facebook.com/SZABIST.Islamabad.Official**

Student Handbook 2019
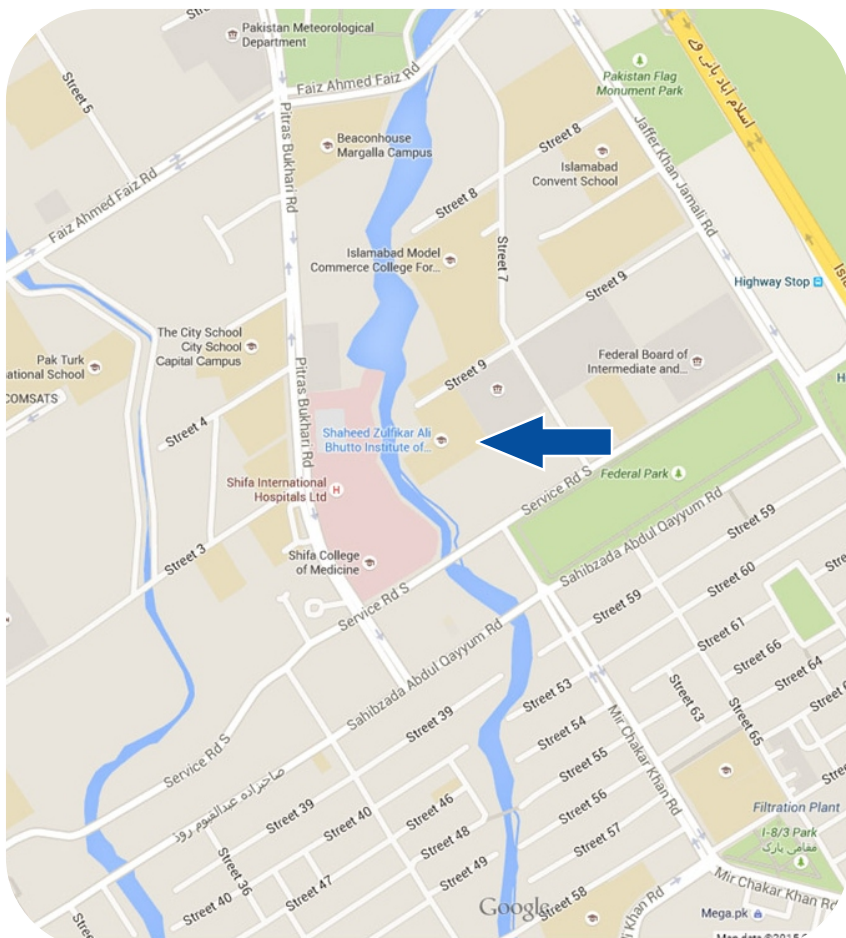
List of Abbreviations and Acronyms

AC	- Academic Council
ASO	- Academic Support Office
BASR	- Board of Advanced Studies and Research
BBA	- Bachelor of Business Administration
BoS	- Board of Studies
BS (Accounting & Finance)	- Bachelor of Sciences in Accounting & Finance
BS (Computing Science)	- Bachelor of Sciences in Computing
BS (Media Sciences)	- Bachelor of Sciences in Media Science
BS (Social Sciences)	- Bachelor of Sciences in Social Sciences
CGPA	- Cumulative Grade Point Average
DC	- Doctoral Committee
EDC	- Executive Development Center
EMBA	- Executive Master of Business Administration
ERFA	- External and Financial Assistance
GPA	- Grade Point Average
HEC	- Higher Education Commission
HoD	- Head of Department
IRS	- Independent Research Study
JISR	- Journal of Independent Studies and Research
MBA	- Master of Business Administration
MHRM	- Master's in Human Resource Management
MPM	- Master in Project Management
MS (Computer Science)	- Master of Sciences in Computer Science
MS (Development Studies)	- Master of Sciences in Development Studies
MS (Management Sciences)	- Master of Sciences in Management Sciences
MS (Project Management)	- Master of Sciences in Project Management
MS (Social Sciences)	- Master of Sciences in Social Sciences
NRC	- National Research Conference
PM	- Program Manager
PMBA	- Professional MBA
PhD	- Doctor of Philosophy
PSO	- Program Support Officer
RC	- Research Committee
SA	- Student Advisor

Program Management and Communication

Program Orientation

Program Orientation for new students is organised on the first day of academic session, where Head of Department/Program Managers offer briefing on academic rules and regulations, fee and scholarships, grading and assessments, and use of facilities.

Program Management

SZABIST has a unique system for mentoring and counseling of students through Program Managers. The relevant Program Manager is the first point of contact for all students for timely support in matters related to academic supervision and career counseling.

Communication

Please note that urgent announcements will be conspicuously posted on noticeboards. Furthermore, to ensure prompt dissemination of important information, SMS are sent to students on their cell phones. To remain fully informed, all SZABIST students are strongly encouraged to regularly check the bulletin boards, SZABIST website, and ZabDesk for important announcements.

Applications

All student applications, properly documented, are to be emailed to the relevant Program Manager/Head of Department and/or relevant section head. These applications are updated in students' files along with the decisions taken.

Student Letters

Following Departments are allowed to issue different letters to students and alumni on request, subject to necessary documentation/approvals:

Department	Types of Letters
EDC	Report/Project Reference, Internship Reference Letter, Sponsorship letters
Admissions	Admission Offer Letter, Bona-fide Student Letter, Visa Support Letter, English Language as Medium of Instruction
Records	Migration and Degree Completion Letters, Provisional Transcript, Degree Verification and Attestation
Academics	Probation Letter, Dismissal Letter, MS/PhD Thesis and Dissertation related Letters
External Relations	Scholarship Letter
Program Manager	Student Reference Letters, Character Certificate, Appreciation Letters for Guest Speakers

Faculty of Management Sciences

Dr. Muhammad Asif Khan
Head of Department / Program Manager MS (MS)
dr.asif@szabist-isb.edu.pk

Dr. Mehboob Ahmad
Professor / Program Manager PhD (MS)
dr.mehboob@szabist-isb.edu.pk

Mr. Nabeel Farooq
Assistant Professor / Program Manager MBA
nabeel.farooq@szabist-isb.edu.pk

Dr. Atif Bilal
Assistant Professor / Program Manager MBA
dr.atif@szabist-isb.edu.pk
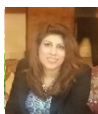
Dr. Shazia
Assistant Professor / Program Manager PMBA/EMBA/MHRM
dr.shazia@szabist-isb.edu.pk

Mr. Amer Riaz Qureshi
Assistant Professor / Program Manager MS(PM)
amer.riaz@szabist-isb.edu.pk

Dr. Shumaila Zeb
Assistant Professor / Program Manager BBA
dr.shumaila@szabist-isb.edu.pk

Mr. Ahmed Aslam
Lecturer / Program Manager MPM
ahmed.aslam@szabist-isb.edu.pk

Mr. Zeeshan Hamid
Lecturer / Program Manager BS(A&F)
zeeshan.hamid@szabist-isb.edu.pk

Faculty of Computing and Engineering Sciences

Dr. Muhammad Usman
Head of Department / Program Manager PhD (Computer Science)
dr.usman@szabist-isb.edu.pk

Dr. Azhar Mahmood
Associate Professor / Program Manager MS (Data Science)
dr.azhar@szabist-isb.edu.pk

Dr. Muhammad Imran
Program Manager MS (CS)
dr.imran@szabist-isb.edu.pk

Dr. Tazeen Athar
Program Manager BS (CS)
dr.tazeen@szabist-isb.edu.pk

Syed Muhammad Usman
Program Manager BS (SE)
muhammad.usman@szabist-isb.edu.pk

Faculty of Social Sciences

Dr. Taraq Waheed
Head of Department / Program Manager MS (SS)
taraq.waheed@szabist-isb.edu.pk

Dr. Abdul Razzaq Khan
Assistant Professor / Program Manager MS (DS)
dr.razzaq@szabist-isb.edu.pk

Ms. Aliya Abdul Hayee
Lecturer / Program Manager BS (SS)
aliya.abdulhayee@szabist-isb.edu.pk

Faculty of Media Sciences

Dr. Wajid Zulqarnain
Assistant Professor / Program Manager BS (Media Science)
dr.wajid@szabist-isb.edu.pk

Student Advisor (Location: First Floor, Admin Block)

Name	Designation & Email	Extension
Mr. Ahmed Ali Qureshi	Assistant Professor/Student advisor ahmed@szabist-isb.edu.pk	Ext # 460

Psychologist (Location: 2nd Floor, Admin Block)

Name	Designation & Email	Extension
Dr. Abdur Rahid	Assistant Professor/Psychologist dr.rashid@szabist-isb.edu.pk	Ext # 483

Program Support Officers (Location: First Floor, Academic Block)

Name	Designation & Email	Extension
Mr. Naqash Ehjaz	Program Support Officer (Management Sciences) naqash.ehjaz@szabist-isb.edu.pk	Ext # 102
Mr. Zeeshan Amin Farooqi	Program Support Officer (Computer Science) zeeshan.amin@szabist-isb.edu.pk	Ext # 102
Mr. Nazir Hussain	Program Support Officer (Social Sciences) nazir.hussain@szabist-isb.edu.pk	Ext # 102
Ms. Nida Arzoo Kazmi	Program Support Officer (Media Sciences) nida.arzoo@szabist-isb.edu.pk	Ext # 236

1. Academic Guidelines/Rules

1.1. Rules Governing Registration and Classes

Apart from being posted on noticeboard and SZABIST website a copy of the handbook is also provided to students on Program Orientation.

Important:
As soon as students receive their registration number, they are required to:
● Register online for courses through ZabDesk at https://zabdesk.szabist-isb.edu.pk/

1.1.1. Registration Process
The following registration procedure is strictly followed at the beginning of each semester:

a. Students must register through ZabDesk, the automated SZABIST Online Registration System. For further assistance, they can contact Academic Support Office.

b. Registered students who have paid their fee, but have remained absent for first four classes, will be automatically de-registered from the course.

c. Students not registered for a course will not be allowed to attend classes of that course. No registration will be allowed two weeks after the commencement of classes.

d. For continuing undergraduate students, only students with a CGPA of 2.0 or higher will be allowed to enroll in only one additional course, duly approved by the Program Manager.

e. Student on probation will be allowed to register for only N-2 courses.

f. Students can register for maximum 02 courses (6-8) Credit Hours in Summer, which is a remedial semester.

1.1.2. Scheduling of Classes
a. All class schedules are given in the student admission folder during the Induction Week or at the Orientation and are also posted on notice boards and ZabDesk.

b. Ideal class size for undergraduate programs is limited to 35-40 students, which allows the delivery of high quality education on an interactive basis.

c. Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins on the first Monday of September, and Spring semester on first Monday of February.

d. Summer Session is 8-week long and is not a regular semester.

e. Classes scheduled for all courses of undergraduate and postgraduate programs are held for 3 hours a week with a 20-minute break.

f. Classes scheduled for BS-Computing and Software Engineering are held for 1.5 hours twice a week with a 10-minute break.

g. Classes are cancelled only with prior announcement. Classes rescheduled/cancelled are held on a weekday or the following Sunday to make up for the lost time.

Academics

Contact : ASO@szabist-isb.edu.pk

Location: Ground Floor, Academic Block

Name	Designation & Email	Extension
Ms. Nayyer Sultana	Controller Academics nayyer.sultana@szabist-isb.edu.pk	Ext # 239
Mr. Imran Tanveer	Assistant Controller Academics imran.tanveer@szabist-isb.edu.pk	Ext # 218
Mr. Saleem ud Din	Assistant Controller Academics saleem@szabist-isb.edu.pk	Ext # 105
Mr. Muhammad Usman	Officer Academics usman@szabist-isb.edu.pk	Ext # 218
Ms. Ayesha Ahmed	Graduate Support Officer ayesha.ahmad@szabist-isb.edu.pk	Ext # 218
Mr. Khurram Shahzad	Assistant Academics khurram.shahzad@szabist-isb.edu.pk	Ext # 218
Mr. Muneeb-Ur-Rehman	Assistant Academics muneeb@szabist-isb.edu.pk	Ext # 218

Timings

8:30 am - 09:30 pm (Monday-Saturday)
9:30 am - 5:00 pm (Sunday)
1:00 pm - 3:00 pm (Friday Namaz Break)

1.2. Rules Governing Payment of Fees

a. Tuition fees and all outstanding dues for the current semester are to be submitted before the Commencement of the semester.

b. At the time of new registration for a course, the course fee must be paid in full. Deadline to pay the tuition fees is the last working day before the commencement of the semester.

c. All tuition fees must be paid in cash or online in any branch of Allied Bank Limited, by providing complete information
   - ABL-Account No. 0947-0116700100 OR
   - ABL-Account No. ABPA 0010058-63680030

d. Late fee deposit is liable to surcharge mentioned at Annexure – B.

e. If fee is not paid by the end of 8th week of classes, the student could be barred from attending classes and appearing for exams.

Finance

Contact : finance@szabist-isb.edu.pk
Location: Ground Floor, Admin Block

Name	Designation & Email	Extension
Mr. Amer Ali Khan	Controller Finance amer@szabist-isb.edu.pk	Ext # 418
Syed Arshad Hussain Shah	Assistant Controller Finance syed.arshad@szabist-isb.edu.pk	Ext # 416
Mr. Manzoor Hussain	Officer Finance manzoor.hussain@szabist-isb.edu.pk	Ext # 415
Mr. Adil Salim	Officer Accounts adil.saleem@szabist-isb.edu.pk	Ext # 417
Mr. Tanveer Akhtar	Assistant tanveer@szabist-isb.edu.pk	Ext # 414

Timings
9:00 am - 7:00 pm (Monday-Saturday)
10:00 am - 5:00 pm (Sunday)

1.3. Rules Governing Attendance

1.3.1. Absence Rules

Students are required to maintain a minimum of 80 percent attendance throughout the semester in order to qualify for Final Examination.

a. Maximum 3 absences (for courses of 3-hour duration classes) and maximum 6 absences (for courses with 1.5 hour duration classes) are allowed per semester per course. These absences are to be utilized for any emergency purposes like health problem, family death, etc.

b. Two late arrivals are equal to 1 absence.

c. Registered students who have remained absent for more than three classes during the whole semester will be awarded an 'F' grade in the course. However, registered students who have remained absent for the first four classes will automatically be de-registered from the course.

1.3.2. Leave Rules

There is no facility of leave at SZABIST. Students are required to manage their attendance as per the above-mentioned guidelines

a. One additional absence is allowed if the student is travelling for Hajj, subject to submission of documentation and requisite approval by the Program Manager.

1.4. Rules Governing Withdrawal from Courses

1.4.1. Admission Withdrawal and Refund Policy

a. In compliance with Higher Education Commission (HEC), Pakistan guidelines, SZABIST has formulated the following fee refund policy:

1. There will be no refund of admission fee. However, 100% security deposit will be refunded in all the cases.
2. Within the first week (7 days) of the start of semester 100% tuition fee will be refunded.
3. From day 8 to day 15 (second week) of the semester 50% tuition fee will be refunded.
4. No refund of tuition fee from 16th day (third week) after the start of semester. In all cases, student activity charges will be refunded.

1.4.2. Procedure for Withdrawal from Courses (Course Withdrawal)

Students who want to drop the course are required to put withdrawal request prior to 12th week; otherwise an 'F' grade will be awarded.

a. Withdrawal policy for all the semesters (including first semester) is the same. The process of course withdrawal is as below:

1. The request for withdrawal has to be made prior to the 12th session through ZabDesk's Online Course Withdrawal option.
2. Once the withdrawal request is submitted before the 12th session, it will be approved by ASO, Program Manager, and Records Department.
3. The student must check the portal to see whether withdrawal request has been effectively processed.
4. In case withdrawal request is not processed, the student is required to contact ASO for processing the withdrawl.

b. Withdrawal request cannot be allowed in any case of academic dishonesty.
c. Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.
d. In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.

1.4.3. Refund Procedure for Withdrawal and Cancellation of Course Registration

Course Withdrawal and Refund Policy

a. In case of withdrawal from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal will be transferred to the next semester.
For course withdrawal, the rate of adjustment is mentioned below:

For Courses of 3 Hours per Week	For Courses of 1.5 Hours per Week	Rate of Adjustment
Before 4th session	Before 8th session	50 percent
Before 8th session	Before 16th session	25 percent
Before 12th session	Before 24th Session	0 percent
12th session onwards	24th session onwards	Withdrawal not allowed

b. In case of forced De-registration, tuition fee for course(s) will be carried forward.

1.4.4. Withdrawal from All Courses in a Semester (Semester Withdrawal)

a. In case of an emergency/transfer of residence etc., a student may be allowed to withdraw from all registered courses for the semester before the 12th week. Student has to submit application for Semester Withdrawal, with required documentation and justification, to the Program Manager for approval.

1.5. Rules Governing Grading

1.5.1. General Marks Distribution

General marks distribution for standard course is as follows:

Assignments	5-10 %
Quizzes	5-10 %
Tests (for 1.5 hour session courses) optional	20 %
Term Paper, Project and Presentation	10-15 %
Midterm Examination	30 %
Final Examination	35-40 %

Depending on the course content, a deviation of 10 percent is permissible at faculty's discretion. Thesis, Research Studies, IRS, and Projects policies vary from department to department. For further details consult the relevant Program Manager or Head of Department.

1.5.2. Grading Plan

The following Letter Grade Plan is followed at SZABIST:

Letter	Range	Grade Point	Degree Requirement
A+	90 – 100	4.00	
A	85 – 89	3.75	
A-	80 – 84	3.50	
B+	75 – 79	3.25	
B	70 – 74	3.00	PhD Degree Requirement
B-	66 – 69	2.75	MS Degree Requirement
C+	63 – 65	2.50	Master's Degree Requirement
C	60 – 62	2.00	Undergraduate Degree Requirement
C-	55 – 59	1.50	
F	< 55	0	

In certain cases, the following Letter Grades are assigned.

Letter	Remarks
S	Satisfactory
U	Unsatisfactory
I	Incomplete
W	Withdrawn
J	Result withheld

a. All grade points earned will be averaged towards the final grade point for graduation; in case a course is retaken, better grade will be used for calculation.
b. There is no provision of grace marks.
c. Minimum CGPA required for graduation is given in the section on 'Rules Governing Degree Completion'.
d. If incomplete grade 'I' is not completed before the specified deadline, the default grade is 'F'.

1.5.3. Compulsory Repeat Grade

a. Only "F" grade is compulsory repeat grade.
b. Student with repeat grade must re-take the course when it is offered next time .
c. A student repeating course(s) that is/are no longer offered will be allowed an appropriate replacement course duly approved by the Program Manager.
d. "F" grade in a course does not count as having met the prerequisite for taking an advanced course, and there will be no attendance or assessment waivers the next time students take the course.
e. Students can improve their 'Pass grades" at any stage during study period.
f. If a student wants to improve a 'Pass Grade' he/she is required to take all assessments as assigned for the course and no attendance waiver is given.

1.5.4. Required Maintenance of CGPA

a. Minimum required CGPA for various degree levels, below which a student may face probation, is as under:
  - Undergraduate Programs: CGPA of 1.75
  - Masters' Programs: CGPA of 2.25
  - MS Programs: CGPA of 2.5
  - PhD programs: CGPA of 2.75

1.6. Rules Governing Examinations

1.6.1. Examination Policy

a. Two major types of examinations for all courses are conducted during a semester: A Midterm Examination for undergraduate programs (3-hour class) is administered in the 7th session, and for postgraduate programs (3-hour class), in the 8th session. All programs of 1.5-hour classes administer the Midterms in the 16th session. The maximum duration of a Midterm Examination is 1.5 hours.

b. Final Examination is of 2.5-hour duration. Depending on the course content, Test/Exams could be a combination of written and or practical questions.

c. All examinations are conducted and monitored by the Examination office in the presence of relevant teaching faculty.

1.6.2. Admit Card

It is mandatory for all students to bring along their verified SZABIST Admit cards for their Midterm and Final exams every semester.

Procedure to obtain admit card

a. Each semester the Academics Department generates SMS/Email to inform the students about the dates for the verification of admit card. This information will also be posted on SZABIST noticeboards as well as on student ZABDESK.

b. Students would be required to take a color print of the admit card with their picture on it (visible on their ZABDESK) and get the same verified and stamped from Academics and Examination Department.

c. Last date of verification of admit card by Academics Department would also be communicated to students via SMS/Email.

d. Newly-admitted students to SZABIST on receiving an SMS/Email will be required to get a softcopy of their photograph taken in ZAB solution for admit card purpose.

Duplicate admit card

a. In case a student misplaces or forgets to bring his/her original verified admit card at the time of his or her exam, he/she can always obtain a duplicate admit card from Academics Department.

b. A sum of Rs. 1000/- will be charged for every duplicate admit card issuance for final exams.

Late admit card verification fee

a. A sum of Rs.500/- will be charged as late admit card verification fee in case any student is unable to verify his/her admit card within the prescribed date announced by Academics Department.

1.6.3. Code of Conduct during Examination

a. To maintain integrity of the examination process, exams can only be taken with the verified admit card as well as a valid SZABIST student ID card.

b. To avoid disruption and undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination, they will not be allowed to enter examination room/hall 30 minutes after the start of exam.

c. Students are not allowed to bring mobile phones, smart watches, bags, and books to the examination hall. In case of non-compliance, an 'F' grade may be awarded.

d. Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty.

e. Students are responsible for bringing their own calculator, for quantitative courses, if approved by the faculty. Similarly, they are required to bring their own stationery items. No borrowing from any other examinee is allowed.

f. Examinees should sit in the rows allocated for a particular paper. Examination Controller/invigilator may re-locate the students if he/she deems fit.

g. Departure from the examination hall will only be permitted after 30 minutes of the commencement of Midterm Exam and after one hour in case of Final Exam.

h. Use of 'unfair means' in any way during the examination is totally unacceptable. Any student found doing so will be awarded an 'F' grade in the course.

I. A few examples of such behaviors are:

   1. Communicating in any form with other student(s) taking the exam.

   2. Providing information about the content of exam.

   3. Use of a substitute or surrogate to take an examination.

   4. Indulging in unruly behavior in the examination hall.

j. The decision of the invigilating staff regarding the conduct of the examination and the behavior of the student(s) will be final and binding. Any argument by the student will be liable to disciplinary action by the Disciplinary Committee.

k. Once the exam time has ended, the examiner will announce "All pens down!". Any student found not obeying instructions will have 5 marks deducted from his/her paper.

l. Students will be shown all marked Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.

m. Final Examination answer sheets will not be shown to students; however, students can request for re-checking or re-counting of their final exam paper for which the procedure is mentioned below in the section titled '**Scrutiny of Final Exam Papers**'.

n. Marks obtained by students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.

o. Examination results will be deemed final. However, the Academic Heads Committee or the President's Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.

p. At the end of every semester, grades awarded for all examinations are posted on ZabDesk as 'Tentative Results.'

*Admit card is mandatory for Mid Term and Final exam

1.6.4. Scrutiny of Final Exam Papers

a. Scrutiny will be permissible for the final exam paper only and of prevailing / ongoing semester.

b. Scrutiny forms for re-counting / re-checking are available at SZABIST Islamabad website and reception desk.

c. Student intending to get his / her final exam paper(s) re-counted or re-checked shall fill up the scrutiny form, pay the required fee, get it signed by the finance department, and submit both the scrutiny form as well as the payment receipt to the examination department.

d. In case a student's claim is found correct, the amount paid by the student for recounting/re-checking will be refunded to him/her.

1.6.5. Examination Retake (Deferral)

a. Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means when a student misses an exam he/she takes the exam at a rescheduled date (with a new question paper). Re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST. An exam retake, subject to permission of relevant Program Manager and HoD is possible only in the following cases:

1. Absence due to serious illness/accident/hospitalization:
   Documents required: Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter

2. Death in immediate family:
   Documents required: Death certificate/obituary note

3. Job-related travel:
   (Applicable only for MS/PhD, MBA & EMBA/MPM/MHRM Programs)
   Documents required: Company letter/travelling documents

4. Hajj:
   Documents required: Copy of passport and ticket

b. Examination retake fee of Rs. 5000/- will be charged for any examination that is arranged separately. However, if a student is assigned to take exam with another section of the same course with same faculty, no retake fee will be charged.

c. Student can apply for retake exam within two weeks of the exam held date. No retake exam application will be accepted after the deadline.

Please note that there is no provision of advance/early (pre-take) exam for any student.

1.6.6. Off-Campus Examinations

a. For all programs, examination can be conducted at other campuses as well for which a special request form must be submitted along with the fee for this service.

b. In case a student is transferred anywhere outside Pakistan for job-related reasons, he/she can request for conducting the examination at the nearest university where he/she is residing.

c. Fees (if any) relating to Off-Campus Examination are to be paid by the student.

d. Examination Department in consultation with the relevant Head of department and V.P. Academics will be responsible to facilitate the students interested in Off-Campus Examinations.

1.6.7. Change of Grade

a. In case of any discrepancy in final grade, students can submit an objection within 05 working days of announcement of 'Tentative Results' on ZabDesk.

b. If the claim proves as valid, relevant faculty member is to complete and submit "Change of Grade" form to examination office with the reason for change and required documentation within 05 working days after close of semester.

1.6.8. Comprehensive Examination (For PhD Programs Only)

a. Comprehensive examination is conducted three times a year after the end of each semester (Fall, Spring, and Summer)

b. All students intending to appear for the examination must register first by filling out a registration form for comprehensive examination at least 2 weeks before the date of the said examination.

c. The registration form is available at SZABIST website.

d. The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Heads Committee without prior notice and will be binding on all continuing and new students.

e. Any student awaiting IRS results can also apply for comprehensive exam. However, his/her exam will be conducted if the IRS are cleared.

Examinations

Contact : exams@szabist-isb.edu.pk
Location: Second Floor, Academic Block

Name	Designation & Email	Extension
Mr. Muhammad Humayun	Controller Examination humayun@szabist-isb.edu.pk	Ext # 114
Mr. Waqas Iqbal	Officer Examinations waqas.iqbal@szabist-isb.edu.pk	Ext # 114
Mr. Murtaza Noor	Assistant Officer Examinations murtaza@szabist-isb.edu.pk	Ext # 114

Timings
8:30 am - 9:30 pm (Monday - Saturday)
9:30 am - 4:30 pm (Sunday)

1.7. Rules Governing Research Project, IRS, Thesis, and Dissertation

1.7.1. Registration

a. Students who have completed necessary prerequisite courses and other requirements may register through ZabDesk in the Research Project/Thesis/IRS/ Dissertation as required for the degree in which they are enrolled.

1.7.2. Supervisor Selection

a. After registration through ZabDesk, all students are required to select an advisor/research supervisor from the list of approved advisors/research supervisors for their respective program, and submit necessary forms and documentation as specified in prescribed format.

1.7.3. Submissions

a. All submissions are to be made on the schedule announced according to the submission requirements provided by relevant Program Manager/Head of Department and shared through notice boards / e-groups.

b. Final report in the approved format is to be submitted in both soft and hard form, with copy of plagiarism report (not required for Media practical projects). Please refer to section on Academic Integrity, Plagiarism, and Similarity Index.

1.7.4. Presentation and Defense

a. Submission of Research Project/Thesis/IRS/Dissertation is followed by a presentation in a duly scheduled symposium/Media Jury presentation/research seminar/SZABIST National or International Research Conference to a panel of experts for evaluation.

1.7.5. Additional Requirements and Communication

a. Additional program-based requirements may be applicable, for example research proposal defense, mid-semester review, and meeting record report; in certain programs. All such guidelines are communicated by the relevant Program Manager/ Head of Department through noticeboards or e-groups.

1.8. Rules Governing Academic Integrity, Plagiarism, and Similarity Index

1.8.1. Academic Integrity

a. SZABIST has a very strong culture of academic integrity. The following is termed as Academic Dishonesty:

1. Use of online software(s) to solve complex mathematical, statistical, or design-related problems
2. Submission of the same work, presentation, essay, etc., in whole or in part in more than one course, without permission from the faculty member to whom the work is submitted
3. Misappropriation of research material
4. Use of surrogates, substitutes, stand-ins, or their services to do and/or prepare work that is submitted as one's own
5. Use of previously submitted papers or work written by other student(s) or individual(s)
6. Any unauthorized access to an instructor's file, computer account or data.

b. A student may be dismissed from SZABIST if found guilty of Academic Dishonesty.

1.8.2. Plagiarism

SZABIST has a firm base in terms of academic integrity, and zero tolerance for plagiarism is an integral part of this policy. Any student who commits plagiarism will be awarded an 'F' grade in the course Research Project/IRS/Thesis/Dissertations. Some illustrative examples of plagiarism are:

a. Appropriation and paraphrasing of an idea, argument, information, maps, charts tables, images, song lyrics, data sets, software sources code, mathematical formulations, movies, or new-media compositions from a published source/script, without adequate citation

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

c. For more information, please visit:
http://research.szabist-isb.edu.pk/Assets/AntiPlagiarismRules.pdf and
www.plagiarism.org

Students can get their plagiarism report by sending their work to plagiarism@szabist-isb.edu.pk before the announced timeline.

1.8.3. Similarity Index

Learning how to cite the sources correctly is an important aspect of all academic endeavors. A useful summary of the four major styles of citation is available at http://owl.english.purdue.edu/owl/section/2/. SZABIST employs HEC-subscribed Turnitin software for Research Reports, Independent Research Studies, Theses, and Dissertation to detect similarity. Please note that the threshold for tolerance similarity index is less than 20% with adequate citation and less than 5% from single source.

1.9. Rules Governing Transfer

1.9.1. Transfer between SZABIST Campuses

Transfer is allowed between SZABIST campuses subject to the following conditions:

a. Availability of seats at the admitting campus

b. Meeting the eligibility-criteria of admission in the given program at admitting campus

c. Not on probation/dismissal list

d. Completion of 25% of the program at the campus where the admission was granted however, this limit can only be waived off with the approval of the President/Vice President (Academics) under very special circumstances

e. Clearance of all dues

f. Payment of transfer fee (to the admitting campus)

g. SZABIST students applying for inter-campus transfer are requested to note that:
Transfer of pass grades of courses from one campus to another campus will be as per policy through the Course Transfer Form available at the Reception Desk in consultation with the relevant Program Manager and submitted with required documentation to the Admissions Office

h. New admissions on merit list at Islamabad Campus may seek transfer to other campuses provided they fulfill the merit criteria of the admitting campus. Their admission fee will be adjusted accordingly

i. Degree shall be awarded by the campus where 50% or more credit hours are completed

1.9.2. Transfer between Programs within SZABIST

a. Transfer is allowed between SZABIST programs subject to the following conditions:

1. Meeting the eligibility criteria for Admission for the program in which Admission is sought
2. Qualifying as per criteria for admission into the new program, including taking of test and interview as applicable
3. Clearance of all past dues for the original program, with submission of the "Security Deposit Refund" form (available at the Reception Desk)
4. Payment of fee including admission fee as applicable for the new program
5. Admission fee will be charged from students transferring voluntarily between degree programs
6. Transfer of pass grades of equivalent courses from one program to another will be as per policy, through the Course Transfer Form, (available at the Reception Desk) and submitted with required documentation to the Admissions Office in consultation with the relevant Program Manager

b. CGPA will include all transferred grades from previous program as well as courses taken in the new program

1.9.3. Transfer from Other HEC-Recognized Degree-Awarding Institutions/Universities

a. A certain number of credit hours/courses may be transferred after admission into SZABIST from other HEC-recognized Degree-Awarding Institutions, subject to the following:

   1. A course to be transferred must be similar in contents with the one to be replaced with.
   2. Minimum Grade B or 80% score is required for a course to be transferred.
   3. Maximum credits that can be transferred are 50% of degree requirement, which may be lower for certain degrees.
   4. The transferring student is required to fill the "Course Transfer" form (available at Reception Desk) in consultation with the relevant Program Manager and submit it (with required documentation) to the Admissions Office.

b. CGPA tabulation will not include grades from previous university.

Admissions

Contact : admissions@szabist-isb.edu.pk
Location: Ground Floor, Admin Block

Name	Designation & Email	Extension
Mr. Said Ghulam	Manager Admissions said.ghulam@szabist-isb.edu.pk	Ext # 419
Syed Mujtaba Hassan	Assistant Manager Admissions mujtaba@szabist-isb.edu.pk	Ext # 419
Mr. Muhammad Shafiq	Assistant Officer Admissions shafiq@szabist-isb.edu.pk	Ext # 421
Ms. Memoona Hanif	Assistant Admissions Officer memoona@szabist-isb.edu.pk	Ext # 419
Mr. Waleed Shehzad	Assistant Admissions waleed.shehzad@szabist-isb.edu.pk	Ext # 421

Timings
9:00 am - 6:00 pm (Monday-Friday)
9:00 am - 5:00 pm (Saturday)

1.10. Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Re-admission

1.10.1. Cancellation of Provisional Admission

a. A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2019) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including mark sheets and certificates by completion of first semester (i.e. ZabDesk closing of first semester), the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.

Those students who will be admitted in Fall semester in any undergraduate program on "Provisional Status" and fail to clear their Intermediate/A-Level and appear in the supplementary examinations, shall have an opportunity to apply for "Re Admission" in the subsequent Spring semester, which begins in February. The following conditions shall apply:

1. Such students shall be issued "Provisional Transcript" of Fall semester.
2. They will be re-admitted in Spring semester with "New Registration" number".
3. No course of Fall semester shall be transferred to Spring semester.
4. Application fee & Admission fee shall not be charged. Moreover, no admission test will be taken.
5. Student will have to submit the result of supplementary exam (for which they appeared during the Fall semester) as soon as these are available.
6. In case of not clearing the supplementary exam, the admission will be canceled immediately, and no refund of fee will be given.

b. A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2019), including A-Levels/High School Diploma/IB Diploma equivalency by Inter Board Committee of Chairmen, IBCC (for undergraduate admissions)/last degree verification from Higher Education Commission (Pakistan), HEC (for Masters, MS & PhD Program) at completion of second semester i.e. after closing of ZabDesk, shall not be allowed to register for third semester and the student's provisional admission shall be cancelled/terminated. The students' cases related to IBCC, with "Names" issues, will not be dismissed.

1.10.2. Dismissal

A student shall be considered for dismissal under the following conditions:

1. Dismissal Through Probation

a. SZABIST follows the probation and dismissal policy as recommended by HEC which is,"Whenever CGPA of a student falls below the required CGPA, he/she will be placed on "First   Probation" for the next semester. If in the First Probation semester the student does not increase his/her CGPA to the required CGPA, he/she will be placed on "Second Probation" for the next semester. If in the Second Probation semester the student does not increase his/her CGPA to the required CGPA, he/she shall be "dismissed".

b. The required maintenance CGPA for different program levels, below which a student shall be on first or second probation or dismissed are as under.

- Undergraduate: CGPA of 1.75
- Masters' Programs: CGPA of 2.25
- MS Programs: CGPA of 2.5
- PhD programs: CGPA of 2.75

* Summer semesters are not counted for probations/dismissals as they are remedial semesters.

2. Degree Time-Barring Dismissal

a. The registration will stand terminated if a student could not complete:

- Undergraduate Programs: Maximum 06 years
- Masters Programs: Maximum 04 years
- MS Programs: Maximum 4 years
- PhD Programs: Maximum 8 years

3. Dismissal Due to Academic Dishonesty

a. Registration will stand terminated if a student is involved in a case of academic dishonesty such as submission of fake documents and the like.

4. Dismissal on Disciplinary Grounds

Dismissal will be applicable on following disciplinary grounds:

(i) **Extremist Tendencies/Intolerant behaviour**
Students demonstrating an intolerant Behaviour(s) despite extremist tendency repeated counselling are liable to be dismissed.

(ii) **Drug Abuse**
Students involved in drugs, narcotic and alcoholic substances and failing to observe the campus discipline policy are liable to be expelled.

(iii) **Harassment and Retaliation**
Students involved or engaged in unwanted activities and unwarranted conduct- which has the purpose or effect of: violating another person's dignity, personal space or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person - are liable to be dismissed.

(iv) Any other ground constituting breach of discipline or misconduct.

a. Registration will stand terminated if a student is dismissed on grounds of the disciplinary/harassment/grievence by the relevant committee.

b. On dismissal, a notification shall be issued by the Campus, and forwarded to the Office of Vice President Academics for dissemination to other SZABIST Campuses.

c. As per policy, a student once dismissed shall not be allowed to register for any certificate course(s) at any campus (as per certificate course policy "if a student has been dismissed earlier from an academic program of SZABIST on account of not meeting the CGPA requirement the credits of the certificate courses will not be transferable to any degree program at SZABIST").

d. A dismissed student after dismissal may apply for "Provisional Transcript" as documentation for credits taken at SZABIST.

1.10.3. Re-admission
Readmission will be allowed subject to following rules:

1. Cancellation of Provisional Admission
- Readmission is allowed after meeting the admission criteria, and requirements including again passing test and interview. No credit transfer is allowed.

2. Re-admission after Time Bar Dismissal
- Students who could not complete the degree requirements during the prescribed time, can not be re-admitted in the same program.

3. Academics Dismissal through Probations

a. Re-admission is allowed into any program, except the one from which a student was dismissed on probation, provided all other requirements of re-admission are met.

b. The student cannot be readmitted at other campuses in the program from which he/she was dismissed.

c. Credit transfer is allowed for equivalent courses as per policy through Course Transfer form available at the Reception Desk as per following criteria.

    1. Undergraduate Programs: Equivalent courses with Grade Point of 2.00 (C) & above

    2. Masters Programs: Equivalent courses with Grade Point of 2.50 (C+) and above

    3. MS Programs: Equivalent courses with Grade Point of 2.75 (B-) and above

    4. PhD Programs Equivalent courses with Grade point of 3.00 (B) and above

d. Payment of fee including admission fee is applicable for the new program. Admission fee will be charged from students getting readmitted into any other program after being dismissed on probation.

4. Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds/Breach of Code of Conduct
- Readmission of the student who was dismissed due to Academic dishonesty/Disciplinary grounds/breach of code of conduct is not allowed in any program in any campus of SZABIST.

5. Re-admission after Self Withdrawal

a. In case a student withdraws from admission for any personal reason, he/she may apply for re-admission subject to meeting the admission criteria and requirements including test and interview.

b. All grades having Grade Points equal to minimum degree requirement CGPA are transferrable subject to condition that all courses which are to be transferred for the degree as well as courses taken in the degree fall within HEC maximum degree duration criteria as applicable to that degree. The transferrable grades are:

- Undergraduate Programs: Courses with Grade Point of 2.00 (C) and above
- Masters Programs: Courses with Grade Point of 2.50 (C+) and above
- MS Programs: Courses with Grade Point of 2.75 (B-) and above
- PhD Programs Courses with Grade point of 3.00 (B) and above

1.11. Rules Governing Provisional Transcripts, Final Transcripts & Degree, Degree Completion & Continuation for Higher Degrees

1.11.1 Provisional Transcript

a. Semester grades are only issued upon after the payment of applicable fee and later submitting of "Provisional Transcript / Migration Letter Request Form" at Records Department.

b. All semesters and grades are reported on Provisional Transcript.

c. CGPA is mentioned on Provisional Transcript, and its calculation includes all passing grades according to the applicable Grading Plan.

d. Transfer courses from other university are "not mentioned" on the Provisional Transcript.

1.11.2. Final Transcript and Pass Certificate

a. Final Transcript and Pass Certificate are issued only after completion of all degree requirements (refer to section on **Degree Completion**), and on submitting "Clearance Form and Degree Claim Form" (available at the Reception desk & SZABIST website) with required documentation to Records Department as per announced schedule.

b. SZABIST will not process Final Transcript, Pass Certificate, and Degree if discrepancy is found in the educational documents provided by the student at the time of submitting the "Clearance Form" and "Degree Claim Form".

c. Student's Name and Father's Name should be correctly written and spelt in English on educational and legal documents submitted.

1.11.3. Degree

Degrees are issued after the Convocation has been held.

1.11.4. Degree Completion

General rules for Degree Completion are as follows; program-specific rules for Degree completion are provided in the Prospectus / Course Catalogue.

1.11.4.1. Time Duration

a. The maximum time allowed for completion of the degrees is as under:
- Undergraduate Programs: Maximum 06 years from the time of admission
- Masters Programs: Maximum 04 years from the time of admission
- MS Programs: Maximum 04 years from the time of admission
- PhD Programs: Maximum 08 years from the time of admission

1.11.4.2. Required CGPA at Degree Completion

a. Required minimum CGPA for degree completion is as under:
- Undergraduate Programs: CGPA of 2.00
- Masters Programs: CGPA of 2.50
- MS Programs: CGPA of 2.75
- PhD Programs: CGPA of 3.00

1.11.4.3. Degree Completion Requirements

a. Degree requirements include:
- Completion of required number of courses and credit hours
- Completion of internship requirement as applicable
- Clearance of financial dues
- Fulfilling other requirements set for the degree as per Prospectus/any official communication

1.11.4.4. Extra Courses and Course Improvements

a. A student has the option of taking more than the required number of courses and request in writing on the 'Clearance Form" and "Degree Claim Form", which extra course(s) are not to be reported on his/her transcript.

b. Extra course(s) are considered as certificate course(s) and a separate official letter will be issued as proof of having completed these courses.

c. In case of repeat course(s) for grade improvement, the better of the two grades will be reported on the Final Transcript and counted towards the CGPA.

d. Extra course(s) taken cannot be transferred to higher degree programs.

1.11.4.5. Majors/Specialization

a. Majors are not mentioned on Transcript, Pass Certificate, and Degree unless as a part of degree name, for example BS Accounting and Finance.

b. A letter may be requested from the relevant Program Manager for any clarification regarding area of concentration.

1.11.5. Revised/Duplicate Documents

a. Students can request for Revised/Duplicate Transcript and Degree after filling out the "Revised/Duplicate Transcript/Degree Form" (available at Reception Desk and SZABIST website).

b. Minimum processing time is one month for Revised/Duplicate Transcript and Degree and two working week for Urgent Duplicate Degree.

c. Fee for Revised/Duplicate Transcript/Degree is mentioned on the relevant form.

d. In case of discrepancy in name/father's name, students must have it corrected within the period as mentioned below:

- Undergraduate Students: Within 2 years after getting admission
- Master's, MS & PhD Students: By the end of 1st Semester

1.11.6. Continuation for Higher Degrees

a. SZABIST students completing their Bachelors Degree with 2.5 CGPA or above and desiring to further continue their studies for a Masters Program, can continue further education without a new admission test.

b. Students with less than 2.5 CGPA will have to appear in admission test and interview.

c. It is mandatory for students to submit the "Clearance Form" and "Degree Claim Form" at Records Department "Before" applying for Program Continuation to Higher Degree.

d. Students have to fill out the "Program Continuation Form" and submit it to the Admissions Office.

e. Completion of pre-requisites is a necessary condition to advance to higher degree programs. A student will NOT be allowed to continue on, for Master/MS/PhD Programs without completing all degree requirements within maximum degree completion time as applicable for the degree for which the student was enrolled, and applying for final transcript.

f. Submission of updated documentation will be required and a new registration number will be allocated at the time of registration for the new degree.

g. No extra courses can be transferred to a higher degree, at/from any campus.

h. Students cannot begin or register for an advance degree's courses during Summer Semester as a Certificate student.

Records

Contact : records@szabist-isb.edu.pk
Location: First Floor, Admin Block

Name	Designation & Email	Extension
Mr. Nasir Ateeq	Controller Records nasir@szabist-isb.edu.pk	Ext # 462
Ms. Heena Stephan	Officer Records heena.stephan@szabist-isb.edu.pk	Ext # 454
Mr. Faisal Nawaz	Assistant Records faisal.nawaz@szabist-isb.edu.pk	Ext # 452

Timings
9:00 am - 6:00 pm (Monday-Saturday)
Sunday Closed

1.12. Rules Governing Convocation Medals & Honors List

1.12.1. Convocation

a. Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualified for a degree, after a formal Convocation every year.

b. To become eligible for the Convocation, students who have completed all degree requirements must fill and submit the "Clearance Form" and "Degree Claim Form" to Records Department, after official closing of each semester (Fall, Spring & Summer) and within the specific time-period as announced by the Records Department.

c. Names of such students will be placed in the Convocation Booklet under "**Degrees Conferred at Convocation**".

d. Students who submit the "Degree Claim Form" after final time-line will have to pay late penalty fee and their names will be placed under "**Degrees in Absentia**". Such students will not be allowed to attend the convocation.

1.12.2. Academic Gold Medal

Eligibility Criteria:
A student with the Highest CGPA in the graduating program, with a minimum CGPA of 3.20 along with meeting the following conditions is eligible to receive the Gold Medal:

a. That he/she must have taken full course load, as offered through ZABDESK

b. That required number of credits and courses must have been completed without taking the extra course

c. That the student must have completed the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/registering in the first semester post-admission). All the students admitted in program of Fall 2019 and Spring 2020 will constitute a batch of 2019-20.

d. Certificate and transfer students(internal & external) are ineligible for Academic Gold Medal

Academic Gold Medal Policy:

a. Class size of minimum 15 graduating students is considered for Academic Gold Medals in Masters and PhD Programs; however, this condition is not applied to any Undergraduate Program.

b. If any student with the highest CGPA in the class does not meet the required conditions mentioned in (a) to (d), the student next in line is considered.

c. If a student in any program is qualifying for Gold and Silver Medals simultaneously, only Gold Medal shall be awarded.

d. In case of more than one student meeting the criteria, Academic Gold Medal is awarded to all such students.

e. Student found guilty by disciplinary/Harrassment/Grievance committee is not eligible for Gold Medal.

1.12.3. Academic Silver Medal (Highest CGPA Achievers)

Eligibility Criteria:

A student who has obtained Highest CGPA in the graduating program will be entitled to Silver Medal, subject to following that he/she must have completed the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/ registering in the first semester post-admission).

Silver Medal Policy:

a. If a student with the highest CGPA in the program does not meet the eligibility, the student next in line is considered for the same award.

b. In case of more than one student meeting the eligibility criteria, the Academic Silver Medal is awarded to all such students.

c. Student found guilty by disciplinary/Harrassment/Grievance committee is not eligible for Silver Medal.

1.12.4. Chancellor's Honor Roll:

Eligibility Criteria:

All such graduating students who have secured CGPA equal to or greater than 3.50 (as reported on the final transcript) are placed under this category.

a. Student found guilty by disciplinary/Harrassment/Grievance committee is not eligible for Honor roll.

1.13. Review and Revision of Academic Policies

a. Academic policies are reviewed and revised on a regular basis. Students are advised to consult with the Program Manager and regularly check ZabDesk to update themselves on any revisions in the academic policies.

b. In all the academic matters, the decision of the Academic Heads Committee is final.

c. President SZABIST is the competent authority to take all academic decisions and has the right to form committees comprising Program Managers, HoD(s) and Dean(s) and/or Department Managers, if deemed necessary.

2. Student Facilitation / Rules

2.1. Rules Governing Libraries

To ensure a beneficial learning environment for students body, the following policies/rules are to be followed:

2.1.1. General Policies/Rules:

Student before joining the library is required to read the library policies/rules carefully.

a. A student entering the library shall leave his/her personal belongings outside the library at his/her own risk

b. All the publications including personal books must be checked when these are being taken out from library

c. The library will not be held responsible for any act of theft or loss

d. It is Forbidden to record with cameras or any other devices in library without permission

e. The library staff reserves the right to withdraw or to refuse library facilities to anyone who doesn't follow library rules

f. Complete silence is to be observed in the library

g. Use of mobile phones in the library is not permitted. Students are required to switch off their mobile phones or put them on silent mode before entering the library

h. Any behavior that interferes with another person's ability to use the library is prohibited, i.e., sleeping, eating, talking loudly, etc. in the library premises

I. To ensure a quiet and peaceful study environment in the library, students can hold discussions and group studies in dedicated section of library

j. The librarian has the final authority to cancel/suspend library privileges of those students who misbehave with library staff and who fail to respect the right of other students to use the library in a quiet and peaceful manner. The suspended students will have to surrender their library cards and will not be allowed to enter library premises for at least two weeks

k. To instill a sense of accountability, the name of the suspended students will be displayed on the noticeboard

2.1.2. Circulation Policies/Rules:

a. A student can borrow two books simultaneously for a period of seven days along with the facility of renewal for further seven days via email or personal visit, if not required by another user.

b. Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via librarian@szabist-isb.edu.pk. To ensure maximum availability of books, a book can be reserved for three days only and is not renewable.

c. Reference books, periodicals, magazines, and newspapers, etc. can be consulted only in the library premises.

d. SZABIST has access to HEC digital library. Students can access all the databases in the library within SZABIST's premises using http://www.szabist-isb.edu.pk/library.asp

e. To ensure that students, at large, continue to benefit effectively from the library, students are not allowed to mark or highlight the text, or write on the library books. Upon return, books are inspected, and if a book is damaged or lost, penalty will be charged.

- In case of damage, full price of the book will be charged.
- In case of a loss, 200 percent of the price of the book will be charged.
- A late fine of Rs. 30 per day per book will be charged from students.

Library

Contact : librarian@szabist-isb.edu.pk
Location: Basement, Admin Block

Name	Designation & Email	Extension
Mr. Tariq Hashmi	Librarian tariq@szabist-isb.edu.pk	Ext # 405
Mr. Atif Hussain	Assistant Librarian atif@szabist-isb.edu.pk	Ext # 402
Mr. Shakeel Saleem	Library Assistant shakeel@szabist-isb.edu.pk	Ext # 402
Ms. Gulshan Rani	Library Assistant gulshan@szabist-isb.edu.pk	Ext # 402

Timings
8:00 am - 09:30 pm (Monday - Saturday)
9:30 am - 5:00 pm (Sunday)

2.2. Rules Governing Computer Labs

SZABIST is equipped with state-of-the-art computer facilities with a round-the-clock high bandwidth connectivity to the Internet. Moreover, the campuses are equipped with Wi-Fi enabled devices providing students with unlimited access to the Internet, on the go.

2.2.1. Lab Availability

a. Computer Labs are open to all students for computing and printing facilities from 8:00 am to 09:30 pm from Monday to Saturday and from 9:30am to 4:30pm on Sunday.

b. To avoid disruption, students are not allowed to enter the labs while classes are in progress.

c. Coloured and black & white printing facility is available at nominal cost.

d. Printing facility is available on a "first-come, first-served" basis. To ensure proper closure of the lab, material for printing will not be accepted half an hour before the closing time.

e. Students have the facility to buy printing papers from the photocopying shop for printing in labs.

f. Also, to ensure the integrity of the networks, students are not allowed to install their own software programs on SZABIST computers. If additional software(s) is required to undertake a course-related assignment, the written approval of the concerned faculty and Manager IT is required in advance to make arrangements for installing the software on specific workstations.

g. To handle sudden and abrupt power interruptions, a five-minute power backup is available for all computers. All users are advised to regularly save their work.

h. Students are also strongly encouraged to maintain a backup of their data as Lab staff will not be responsible for any loss of data.

2.2.2. Conduct in the Lab

All SZABIST students are expected to conduct themselves with responsibility and dignity and adhere to the Code of Conduct given in the General Policies section of this handbook. In addition, while working in the computer labs, the following rules are applicable:

a. To ensure peaceful atmosphere and clean and proper functioning of equipment for all students, eating, smoking, drinking, using of cell phones, and playing video games on SZABIST computers is not permitted. As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean. All trash must be thrown in the trash bins provided in the Lab.

b. Placement of equipment and other furnishings in the computer lab has been done considering the convenience of all the students. Consequently, students are not allowed to move or rearrange any equipment without permission.

c. To protect the privacy of everyone, passwords must NOT be disclosed to anyone under any circumstances.

d. While every effort is made to ensure that every student get reasonable amount of time for using Lab facilities, it is advisable to consult Lab schedule to avoid any confusion in this regard.

* Please note that during open hours the use of Lab is based on the policy of first-come first-served policy.

2.2.3. Login Account Policy

For smooth operations of Computer Labs and privacy protection of users, following rules are in applicable:

a. No one is allowed to log-in using someone else's user ID and password.

b. To protect your own self from unscrupulous users, make it a habit to log-off at the end of each session. You are fully responsible for any actions taken by an unauthorized user using your login account.

c. If you need to leave the terminal for more than 15 minutes, you must log-off unless there is a process running which may take longer to complete. In such a case, inform the Lab staff to ensure that your user account and work are protected.

d. You are required to change your password at least once a month.

e. At the time of registration, a separate user ID and password is assigned to all students to access the ZabDesk.

2.2.4. Workstation Reservation Policy

a. For students' convenience, a computer can be reserved depending on the availability of Computer Labs.

b. Those who have reservation will be given priority for use of computer.

c. Unless a workstation has been reserved, a student working on a particular workstation has priority.

2.2.5. Workstation Usage Policy

While all computers are for the use of the students in the pursuit of their studies, please note that all the hardware, programs, softwares and data stored on the computers and the network are the property of SZABIST. As a result:

a. No one is allowed to make any changes to equipment configuration in any way whatsoever.

b. No one is allowed to unplug any cable, connection, terminal, or any other equipment.

c. No one is allowed to install any computer applications, control panels, system extensions, or any other software on the machines without the explicit permission of the Manager IT. In the event, when any of the above needs to be done for academic purposes, please submit an appropriate written request duly signed by your Instructor/Supervisor to the manager IT.

d. One is allowed to make changes solely to files in one's personal folder or a directory in which one has been specifically authorized to store files.

IT

Contact : systems@szabist-isb.edu.pk
Location: Ground Floor, Academic Block

Name	Designation & Email	Extension
Mr. Muhammad Sajid Iqbal	Manager IT sajid@szabist-isb.edu.pk	Ext # 104
Mr. Faisal Jamil	Lab Administrator faisal@szabist-isb.edu.pk	Ext # 113
Mr. Muhammad Zeeshan Khan	Lab Administrator zeeshan@szabist-isb.edu.pk	Ext # 113
Mr. Malik Waqas Haider	System Engineer waqas@szabist-isb.edu.pk	Ext # 115
Mr. Imran Razaq	System Engineer imran.razaq@szabist-isb.edu.pk	Ext # 233
Mr. Mian Muhammad Majid Ali	Assistant Network Administrator majid@szabist-isb.edu.pk	Ext # 104
Mr. Adeel Hussain	Associate System Engineer adeel.hussain@szabist-isb.edu.pk	Ext # 233
Mr. Gul Hameed Asmat	Associate System Engineer gul.hameed@szabist-isb.edu.pk	Ext # 233
Mr. Aitzaz Anjum	Associate System Engineer aitzaz@szabist-isb.edu.pk	Ext # 233
Mr. Mohammad Arslan Arshad	Telecom Lab Assistant arsalan@szabist-isb.edu.pk	Ext # 317

2.2.6. Network Operation Centre (IT Help)/ Wi-Fi Technology

Student can access the internet facility on the go within SZABIST premises. In order to avail this service students are required to register the Wifi devices with NOC office on prescribed form(available at reception desk & website).

Electronics/Telecom

Contact : systems@szabist-isb.edu.pk
Location : 2nd Floor, Academic Block

Name	Designation & Email	Extension
Syed Mohsin Ali	Lab Demonstrator syed.mohsin@szabist-isb.edu.pk	Ext # 219
Mr. M Naveed	Lab Engineer muhammad.naveed@szabist-isb.edu.pk	Ext # 219

Software Wing (ZABSOLUTIONS)

Contact : zabsoutions-isb@szabist-isb.edu.pk
Location : First Floor, Academic Block

Name	Designation & Email	Extension
Mr. Tousif-ur-Rehman	Manager ZabSolutions tousif@szabist-isb.edu.pk	Ext # 202
Mr. Abdul Qadeer	Software Engineer abdul.qadeer@szabist-isb.edu.pk	Ext # 214

Timings
9:00 am - 7:00 pm (Monday - Friday)
9:00 am - 9:00 pm (Saturday)
Sunday Closed

2.3. Rules Governing Media Cage, Studio, Sound and Media Labs, and iMac Suite

To ensure safety and upkeep of the media equipment, the following rules are applicable:

a. All requests to reserve the production studio, production equipment, sound lab, editing equipment, etc. must be approved at least three days in advance by the relevant Head of Department or the Program Manager.

b. All sections of the 'Reservation Form' must be completed and all necessary signatures be appended before submitting for approval.

c. The student using an equipment is responsible for its cost if it is lost, damaged, destroyed, or stolen.

d. A valid student ID card is required for equipment check-in and check-out.

e. No food or beverages are allowed in the Media Production Studio and Sound Lab.

f. Students caught eating or drinking in the Studio and Sound Lab will lose privileges for one week. Repeated violations may result in the loss of Studio and Lab privileges for the entire semester.

2.3.1. Media Cage

Media cage has state of the art camera, lighting, and production equipment available to students for their assignments/projects.

a. Camera requisition forms must be submitted for the approval of the respective head. Forms must be submitted at least one day before required date.

b. Camera(s) will be issued after approval of the respective head on the prescribed form. The issuing time will start from 9:00am till the approved time.

c. To ensure that availability of equipment to everyone, equipment has to be checked in by 9:00 am on the due date. Those who fail to adhere to this rule will be subject to a "three-strike rule".

d. Missing the deadline first time will be counted as one strike resulting in a one-week suspension of cage and studio privileges; the second strike will entail loss of editing lab studio and access to media equipment for two full weeks. The third strike will mean loss of access and remaining privileges for the rest of the semester.

2.3.2. TFT Studio

Studio is used for shoots, classes, lectures, and other events. Media studio reservations are made through cage staff up to one week in advance. Students will be responsible for the condition of the studio area after finishing their work.

a. Requisition form must be submitted at least two days before recording the program. Approval of concerned Program Manager is mandatory for any activity inside the studio. Edibles are not allowed inside the studio, Rs. 500/- per person shall be charged if found guilty

b. Concerned persons must switch off lights, AC, Projector, and Cameras before leaving the venue.

c. In case of a guest, approval of committee is mandatory.

d. In case of any change in program schedule or cancellation, written e-mail to committee is compulsory.

e. Abusive, vulgar, and unethical language or activities in the Studio shall be brought to the notice of Disciplinary/Harassment Committee of SZABIST.

2.3.3. Media Lab & iMac Suite

Media lab and iMac studio have the latest computers and iMac machines for editing, graphics, design, and animation work. To ensure that all students are able to study in a congenial study environment, following policies are to be adhered to while working in the Media Lab:

a. No food or beverages are allowed in the Media Lab. Students caught eating or drinking in the lab will lose lab privileges for one week. Repeated infractions may result in the loss of lab privileges for the entire semester.

b. Media lab is to be used only for media-related assignments and projects during/after class timings.

c. Before rendering files which would take longer than 15 minutes, students are required to contact the Lab Administrator who has full authority to stop/disable any rendering any time, if deemed necessary.

d. Students are required to save their data in assigned folder. Anything left on computer desktop will be removed without any intimation.

e. Students should make backup copies of their folders as lab staff will not be responsible for any loss of data.

f. Those who fail to adhere to the above rules, to the detriment of other students and SZABIST, will be subjected to disciplinary action, which may include fine or payment of the amount of damage caused.

g. On matters not covered by the above rules, Media lab staff's decision will be final.

* For feedback, a register is available in each lab. While giving feedback, be concise and do provide your name, date, and the time when the lab was used.

2.4. Radio Rules Zab-FM 106.6
(Campus Radio Station of SZABIST-Islamabad)

In April 2015, SZABIST launched its Campus Radio station ZAB-FM 106.6. The Campus Radio Station of SZABIST-Islamabad ZAB-FM 106.6 is non-commercial FM Radio station. The production and content is selected under the guidelines of PEMRA. To ensure smooth functioning of FM as per PEMRA rules and regulations, following committee members supervise the whole transmission and production process.

Dr. Wajid Zulqarnain	Program Manager Media Sciences
Mr. Naveed Ullah Hashmi	Lecturer
Ms. Amna Zareef	Lecturer
Ms. Shumaila Kauser	Radio Producer
Ms. Erum Akram	Shift Supervisor

The committee meeting, scheduled monthly, monitors the production and performance of students.

Following rules and regulations are mandatory for all students working for ZAB-FM.

a. All Radio presenters must reach ZAB-FM premises 15 minutes before their program, in case they reach after 05 minutes of the starting time of their program, they will not be allowed to perform.

b. In case of recording, Radio Requisition form must be submitted at least one day before recording.

c. In case of a guest, approval of committee is mandatory. Presenter is responsible for entertaining the guest.

d. Lay-out of script is compulsory, without it presenter will not be allowed to do program.

e. New ideas regarding the program will be submitted in writing to Radio Committee for approval.

f. In case of delay/postponement in the program an email must be sent to the department followed by a personal reminder.

g. Cancellation or rescheduling of program without informing the concerned authority will result in cancellation of program.

h. Guest details must be shared through e-mail before confirmation.

I. All correspondence must be through e-mail. No hard copies and text messages will be entertained.

j. Promotion of SZABIST is allowed only. No other promotion either personal or organisational is allowed. However, public service messages or interviews of personnel from organizations who have signed MoU with SZABIST are allowed.

k. Students who don't produce promos for their program will not be allowed to do their show after one month.

l. Indian Music is strictly banned.

m. Maximum participation of every section of the community within the target area is important.

n. Publicity of program is the responsibility of the concerned presenter.

o. No program can exceed 30 minutes.

p. Clear speech in an articulate manner is recommended, avoiding abusive and vulgar language or pun during any program.

q. Apart from entertaining the audience, it is recommended to give them something new, innovative, and creative to teach them new skills and bring out their hidden talents.

r. Those who failed to adhere these rules and regulations will be subject to "three strike rule".

Media Lab and TFT Studio

Location : First Floor, Academic Block

Name	Designation & Email	Extension
Mr. Mohammad Ali	Media Lab Assistant ali@szabist-isb.edu.pk	Ext # 112
Mr. Nabeel Tahir	Associate System Engineer-Media Lab nabeel.tahir@szabist-isb.edu.pk	Ext # 112
Mr. Atta Ullah Khan Niazi	TV Assistant attaullah.khan@szabist-isb.edu.pk	Ext # 112

ZAB FM Radio Station

Location : First Floor, Academic Block

Name	Designation & Email	Extension
Ms. Shumaila Kauser	Radio Producer shumaila.kauser@szabist-isb.edu.pk	Ext # 236
Ms. Erum Akram	Shift Supervisor erum.akram@szabist-isb.edu.pk	Ext # 236
Mr. Faisal Shahzad	Shift Supervision faisal.shahzad@szabist-isb.edu.pk	Ext # 236
Mr. Muhammad Rizwan	Radio Engineer rizwan@szabist-isb.edu.pk	Ext # 236

2.5. Rules Governing Financial Assistance

SZABIST, in meeting its social responsibility, provides financial assistance to majority of its students. This enables hardworking and bright students to acquire higher education that would otherwise be out of their reach.

Financial assistance is provided through "Program Fee Concessions", and "Scholarships". All scholarships cover full or partial tuition fee; however, in some cases scholarships also cover books, boarding, transportation, monthly stipend, and admission fee. The two types of scholarships available are: "SZABIST-funded Scholarships" and "External Donor Agencies-funded Scholarships".

2.5.1. SZABIST-Funded Scholarships

SZABIST funded Scholarships are available for all programs except weekend and professional programs.

2.5.2. SZABIST Need-Based Scholarships

a. SZABIST Need-Based Scholarships are offered in September each year, covering two semesters. The eligibility is based on:
- Need and merit as determined by SZABIST, and
- Assessment through a panel interview.

b. Application form of SZABIST Need-Based Scholarship is available on www.szabist-isb.edu.pk

c. For renewal of scholarship in second semester, a minimum CGPA of 2.5 is required.

2.5.3. SZABIST Merit-Based Scholarships

a. SZABIST Merit-Based Scholarship will be awarded from Second semester onward, and is renewable for each semester depending on student's performance.

b. The total amount of scholarship per program per class/section is equal to 50% tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded 50% fee waiver for the following Spring semester.

c. Student with the highest semester GPA is eligible for 50% Merit-Based scholarship, in the subsequent semester provided the candidate has:
- Obtained a minimum semester GPA of 3.70 for all programs.
- Taken full load of courses with assigned section during regular semesters, i.e. Fall and Spring, both for calculation of Semester GPA and availing the scholarship.
- Students with extra and repeat courses are not eligible for the Scholarship.
- Transfer/Open students are not eligible for the Scholarship.
- Executive, MS and PhD students cannot avail this scholarship.
- If there is more than one student with the same GPA in a semester, then the scholarship amount will be awarded on the basis of percentage of marks.

- Upon maintaining the same status, the scholarship may be extended for the next semester, provided the criteria are met for that semester.
- In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.
- The above scholarship guidelines are subject to change at any time and for any semester as approved by Academic Heads, and will be applicable to all new and continuing students.
- The scholarship program can be withdrawn at any time as approved by the Academic Council.

For more information, please contact the Academics Department.

2.5.4. External Donor Agencies-Funded Scholarships

a. SZABIST also awards scholarships in collaboration with external donor agencies, such

    i.   HEC-United States Agency for International Development (USAID)
    ii. Sindh Endowment Fund
    iii. Balochistan Endowment Fund
    iv. Khairpur District Poverty - Cum Merit Scholarship
    v.   NTS-Need Based
    vi. Punjab Endowment Fund
    vii. Other Community-Based Scholarships

    Request for financial assistance can be made after admission and enrollment.

b. For more information, contact the External Relations and Financial Assistance (ERFA) Department.

External Relations and Financial Assistance (ERFA)

Name	Designation & Email	Extension
Mr. Amer Ali Khan	Controller Finance amer@szabist-isb.edu.pk	Ext # 418
Dr. Khansa Zaman	Manager EDC/ERFA dr.khansa@szabist-isb.edu.pk	Ext # 504
Mr. Haroon Abdullah	Officer External Relations & Financial Assistance haroon.abdullah@szabist-isb.edu.pk	Ext # 422

2.6. Rules Governing
Executive Development Center

a. SZABIST Executive Development Center (EDC) serves as a liaison between internship for SZABIST student, job-seeking SZABIST graduates and organizations through relationship-building and networking with the most coveted companies in Pakistan. It facilitates students in the completion of their degree requirements, personal development, and job placements. EDC office also keeps in touch with the alumni for profile updates, relationship-building, and mentoring.

b. In order to receive updated information of job placement and internships, students and graduates can:

- Visit facebook page https://www.facebook.com/groups/EDCIslamabad/
- Follow announcements on EDC's website.

2.6.1. Student Development and Counselling Workshop

a. EDC arranges Workshops comprising training sessions to acquaint students with the realities of the corporate world, enabling them to make a career congruent with their natural inclinations, aptitudes, interests and identify several skills and important work-related values that are required on job. The workshops also coach students on how to target appropriate jobs and employers.

b. EDC arranges interview simulations for graduating students in collaboration with alumni and corporate sector to assess and provide feedback for improvement. Interested students are required to register as per schedule announced by EDC.

2.6.2. Internship Placements

a. To bridge the gap between classroom and work situations, SZABIST has instituted a mandatory minimum 6-week internship as requirement for degree completion.

b. Relevant students are required to register as per schedule announced by EDC.

c. After the internship is completed, students are required to write a report on how well the internship enriched their learning. This report, along with the 'Internship Certificate' issued by the company and 'Internship Evaluation Form' filled by the company, is to be submitted to EDC within the given timeline.

d. Those who are already employed may request a waiver by submitting the 'Internship Waiver Form' with minimum 6-month employment certification and any necessary documentation at the time of degree completion. Such requests are approved on a case-to-case basis.

2.6.3. Job Placements

a. EDC arranges on-campus recruitment drives of reputed national and multinational companies throughout the year, which keep students informed about various placement opportunities through noticeboards, e-groups, and social networking platforms.

b. Relevant students are required to register as per schedule announced by EDC.

2.6.4. Career Fair

a. A 'Career Fair' is held on campus in which leading companies discuss their recruitment procedures, their current resource requirements, and future vacancies, thereby availing the opportunity to interact directly with students.

b. Companies may also interview potential candidates for job and internship opportunities. Interested students are required to register as per schedule announced by EDC.

* Students are required to be formally attired and bring along copies of their resumes.

2.6.5. Graduate Directory

a. EDC compiles students' profile and publishes the annual Graduate Directory for improving the employability of SZABIST graduates in credible organizations. Students are required to provide updated information in required format as per schedule announced by EDC.

2.6.6. Alumni Relations

a. EDC endeavors to keep in touch with SZABIST Alumni and update their contact details and current employment status from time to time. To strengthen the bond with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors.

b. EDC hosts reunion dinner for the alumni to provide them with an opportunity for networking.

Executive Development Center (EDC)

Contact : edc@szabist-isb.edu.pk

Name	Designation & Email	Extension
Dr. Khansa Zaman	Manager EDC/ERFA dr.khansa@szabist-isb.edu.pk	Ext # 504
Ms. Nadia Zohaib	Assistant Manager EDC nadia.zohaib@szabist-isb.edu.pk	Ext # 106

Timings
9:30 am - 6:00 pm (Monday - Friday)

2.7. Rules Governing
Student Activities and Associations

The norms of behavior under the Code of Conduct are aimed at providing every SZABIST student a safe, clean, and healthy learning experience and environment.

Student Activities

a. SZABIST Management firmly believes that to inculcate confidence, initiative, and entrepreneurial talent - which will serve SZABIST students well in their professional careers - it is important that students be given an opportunity to exercise and develop these skills during the course of their studies. As a result, students are strongly encouraged to join, participate, and assume leadership roles in various societies through SZABIST student council, and also arrange regular campus student projects on Retail Management, Services Marketing, Media Management, Event Management, Marketing Management, Corporate Social Responsibility, Community Services, Project Management, and Computer Sciences.

b. All student activities are published in the news letter.

c. Student publications in magazines and newspapers are encouraged. Rewards per article (with/without SZABIST name) are given, subject to Program Manager's recommendation on the quality of article.

d. All student/class projects require approval from Program Manager/Head of Department.

e. All sponsorships of class projects are to be routed through SZABIST Student Council. For further information, please contact the Student Advisor.

e. To foster an environment conducive to the actualization of creativity, scientific thought, and leadership, SZABIST Student Council (SSC) - an annually-elected body of young, ambitious individuals who come together to form the student body at the institute - has been in existence. It is a reflection of the aforementioned values espoused by the ideology of SZABIST.

f. Trained to stand by the principles of labor, knowledge, and integrity, the SSC membership cutting across all degree programs of the institute aims at helping to explore the talents of all students at the institute all the more, playing an intermediary role between the administration & students and adding value to student life at SZABIST.

g. The SSC also hosts entertainment events, organizes trips, produces seasonal SSC merchandise (such as shirts, mugs, banners, or any other promotional material), and guides fellow students in addressing issues related to their campus life, acting as a forum that becomes the voice of the student body of the institute.

h. All student associations, clubs, and student societies are formed as per prescribed procedure working with and assisted by SZABIST Student Council Islamabad.

SZABIST Student Council Members

Name	Designation	Email Address
Mr. Hassan Sardar Khattak	President	hassan.ssc@szabist-isb.pk
Mr. M. Awais Khan	Vice President	awais.ssc@szabist-isb.pk
Mr. Sher Jan Naseem	General Secretary	aslam.ssc@szabist-isb.pk
Mr. Wajeeh	PR MSPM	wajeeh.ssc@szabist-isb.pk
Mr. Muhammad Hadi	PR MPM	hadi.ssc@szabist-isb.pk
Mr. Fahd Naveed	PR BSAF	fahd.ssc@szabist-isb.pk
Mr. Hamza Nazir	PR BSMS	hamza.ssc@szabist-isb.pk
Mr. M. Talha Ejaz	PR MSMS	talha.ssc@szabist-isb.pk
Mr. Ghazanfar	PR MBA	ghazanfar.ssc@szabist-isb.pk
Syed Zuhair Hassan	PR BBA	zuhair.ssc@szabist-isb.pk
Syed Atif Hussain	PR BSSS	atif.ssc@szabist-isb.pk
Ms. Ainoon Aleem	PR MSDS	ainoon.ssc@szabist-isb.pk
Mr. Nadir Nadeem	PR BSCS	nadir.ssc@szabist-isb.pk
Rana M.Saqib	PR MSCS	saqib.ssc@szabist-isb.pk
Mr. Ghayyur Abbas Khan	PR BSSE	ghayyur.ssc@szabist-isb.pk
Mr. Hassan Raza	PR MBA	hassan.ssc@szabist-isb.pk

2.8. Rules Governing
Student Code of Conduct

The norms of behavior under the Code of Conduct are aimed at providing every SZABIST student a safe, clean, and healthy learning experience and environment.

2.8.1. General Guidelines

a. For the sake of students' safety, Campus premises are to be vacated by 10:00 pm. All students are responsible for their personal belongings. SZABIST administration is not responsible for any loss or damage incurred.

b. Students' vehicle parking is at their own risk. SZABIST does not take any responsibility for the security of the parked vehicles or the contents therein.

2.8.2. Behavior

In order to create a conducive learning environment, students are expected to conduct themselves in an orderly, polite, and ethical manner. If their words, actions, or behaviors are deemed unbecoming of a SZABIST student, or found to disrupt and disturb their fellow students' learning, they will be appropriately disciplined by any member of the faculty, and this can include debarring entry to the campus premises for at least one day. Verbal, physical, or electronic abuse of fellow students, faculty, or a member of SZABIST staff will lead to strict disciplinary action by SZABIST. We expect our students to:

a. Cooperate with SZABIST staff/faculty to ensure smooth operation of student traffic on campus.

b. Respect quiet spaces such as libraries, classrooms, and hallways outside classrooms, and not make noise or engage in behavior that is disruptive.

c. Respect library property, return borrowed books in a timely manner, and not mark or deface any book or journal that belongs to the SZABIST libraries.

d. Treat all SZABIST employees, including librarians, administrative personnel, guards, and housekeeping staff with cordiality and respect.

e. Give due respect to all faculty members.

f. Show respect to their classmates and abstain from any conduct or language that could be termed as disrespectful or derogatory to another's social status, ethnicity, religion, sect, gender, nationality or background.

g. Avoid disrespectful behavior in and outside class. In case of any issue, controversy, or conflict of opinion. Student must act in a manner that is conducive to mutual learning. Any concerns may be taken up with Faculty/relevant Program Manager and/or Head of Department after class.

h. Come prepared for lectures, having completed assigned readings, and should avoid unnecessary debates detrimental to the learning atmosphere.

I. Keep mobile phones SWITCHED OFF during class.
   * Students will be penalized (including dismissal from class) if their phone rings/beeps during any lecture.
   * If a student is found reading/responding to text messages, etc., the mobile phone will be confiscated and sent to Administration for necessary action.

j. Students are not allowed to bring mobile phones, smart watches, bags and books to the examination hall.

2.8.3. Dress Code

a. Students are expected to be clad in decent clothes; shorts and bermudas are strictly not allowed.
b. Acceptable footwear excludes flip-flops and slippers (chappals).
c. For further details please check student code of conduct.

2.8.4. Eco Friendly Environment

Every SZABIST student is expected to conduct himself/herself in an environmentally conscious manner by practicing the following habits:

a. Turning off lights, fans and ACs when rooms, halls, prayer room and hallways are not in use
b. Using minimum quantity of water and turning off taps when not in use
c. Being hygienic; reporting all malfunctions immediately to Administration
d. Performing ablution in a separate area reserved for this purpose.

To ensure a clean and safe environment and protection of academic resources, the following are prohibited:

a. Eating/drinking in the library, class rooms, laboratories, and study rooms
b. Littering on the campus
c. Disfiguring furniture and other property by scratching and making graffiti
d. Eating of "paan" and "gutka"
e. Smoking cigarettes on the campus
f. Being noisy, using foul language, threatening anyone, using illegal drugs or alcohol, or engaging in any illegal activity while on campus
g. Harassing any member of the SZABIST community

2.8.5. Grievance Management

As part of SZABIST community, we strive to bring positive change through dialogue for continual improvement.

1. Feedback Related to Program

a. If any SZABIST student has constructive feedback regarding his/her Program, campus, or SZABIST, he/she may inform the Program Manager or Head of Department in writing.
b. Students may also meet with the Student Advisor for any further guidance or feedback. Furthermore, students can discuss the issues with the Program Representatives of their Program.
c. Additionally, feedback boxes have been placed on campus for anonymous feedback.

2. Conflict Resolution

a. In case of a conflict, student has to opt following options for respite:

1. Verbal complaint to the Program Manager - Program Manager will call both parties and arbitrate for an amicable solution.
2. Written complaint to Program Manager - Program Manager will investigate and provide resolution with input from Head of Department/ Student Advisor to ensure filing of relevant communication.
3. Written complaint to the Head of Department or Student Advisor- to be dealt as deemed appropriate.
* Complaint has to be filed on the "Student Disciplinary Committee Record" form (available at Reception Desk) and submitted to the Student Advisor or relevant Program Manager, who (under guidance from HoD), will call for formulation of the Disciplinary Committee for Review after the approval from HoC.

b. The composition of a typical Disciplinary Committee is as follows:

1. Student Advisor
2. Relevant Program Manager
3. Representative from Administration
4. Representative from Academic Support Office / Psychologist

3. Anti-Harassment Policy

I. Purpose:

The committee for Protection against Harassment of Women has been formed at SZABIST to deal with all cases of harassment. The term 'Women' for the purpose of this committee refers to female students, faculty, and staff/employees of SZABIST.

II. Committee Members:

- **Dr. Shumaila Zeb,** Assistant Professor
- **Mr. Ahmed Ali Qureshi,** Assistant Professor
- **Ms. Aliya Abdul Haye,** Lecturer

III. Guidelines:

a. All complaints/matters pertaining to harassment must be filed with the Office of Student Affairs or the Administration Department of SZABIST so that they may be sent to the Chairperson of the committee for review.

b. All complaints must be launched in writing either by email or in hard form.

c. This committee is to be called into session at the discretion of the Chairperson or alternatively a meeting may be requested by any of its members.

d. The committee may summon the concerned parties for an official hearing to interrogate the issue and provide the aggrieved and accused parties an opportunity for presenting their perspective.

e. This committee may investigate and collect information on its own as well in tandem with the rules/procedures/policies of the institute.

f. The decision of the committee may be conveyed to the student with the issuance of an official letter by the concerned Program Manager/Head of Department after the content has been shared with and approved by the committee.

g. The decision/s of the committee will be final. In case of SZABIST employees, the final decision will be with the President/VP Admin & Finance.

2.9. Other Facilities

2.9.1. Photocopy and Printing Shop

Photocopy and printing facility is available to students at a very nominal cost.

2.9.2. Cafeteria

SZABIST offers spacious climate-controlled cafeteria on campus where variety of refreshments are available.

2.9.3. Car Parking Facility

Car parking facility (outside the campus) is available for students.

ANNEXURE-A

List of Forms

All Forms are available at SZABIST Islamabad website.

Academic Forms

PhD Dissertation Proposal Form (1st Reg.)
PhD Dissertation Proposal Form (Cont Reg.)
IRS Proposal Form (Computer Sciences)
IRS Proposal Form (Management Sciences)
IRS Proposal Form (Social Sciences)
IRS Approval Form
IRS Meeting Record Form
Dissertation Form Meeting Record
Thesis / Dissertation Form (MS/PhD) (First Registration) Management Sciences
Thesis / Dissertation Form (MS/PhD) (Continuing Registration) Management Sciences
Thesis / Dissertation Form (MS/PhD) (First Registration) Computing
Thesis / Dissertation Form (MS/PhD) (Continuing Registration) Computing
Thesis / Dissertation Form (MS/PhD) (First Registration) Social Sciences
Thesis / Dissertation Form (MS/PhD) (Continuing Registration) Social Sciences
MS Thesis Meeting Record Form
MBA Research Project Proposal Form
MBA RP Meeting Record
MBA Thesis Meeting Record
MBA Thesis RP Approval Form
BBA Thesis Meeting Record
BBA Thesis Proposal Form
BS Media Thesis Meeting Record
BS (MS) Thesis Proposal Form
Business Project Approval Form
Business Project Proposal EMBA, MBA
Project & RR proposal BSCS
Project Proposal MHRM
SS Research Project Proposal Form
BSCS Project Submission Certificate
Reference Letter Request Form
Course Registration Form
Course Registration Form (Cross Disciplinary)
Research Report Proposal Forms (BSCS)
Research Report Proposal Forms (BSSS)
Research Report Proposal Forms (BMS)

Exam Forms
Retake Exam Form
Comprehensive Exam Reg Form
(Masters/PhD)
Scruting of Final Paper Form
Change of Grade Forms
Special Exam Request Form

Library Forms
Library Membership Form

Records Forms
Final Transcript and Degree Clearance
Form
Duplicate/Revised Transcript and Degree
Form
Provisional Transcript / Migration Letter
Request Form
Degree Completion Letter Form
Semester Freeze Form
Semester Unfreezing Form

Admissions Forms
Change of Program Form
Certificate Student Registration Form
Course Transfer Request Form
Campus Transfer Form
Program Continuation Form
Security Deposit Refund (Left Over)
Form
Security Deposit Refund (Left Over Student)
Letter Request Form

Administration Forms
Car Park Sticker Request Form
Special Request Form
Student Identity Card Form

IT Forms
Project Submission Certificate
Software Copyright Form

EDC / Alumni Forms
Internship Letter Request Form
Employer Survey Form
Resume Format (For Computing)
Resume Format (For Management &
Social Sciences)
Resume Format (For Media)
Alumni Resume Format
Alumni Survey Form
Internship Report Format
Graduate Directory Form

ERFA Forms
Pak USAID Merit and Needs based
Scholarship Form
SZABIST Need Based Scholarship Form
NTS Scholarship Form

ZAB-FM 106.6 Forms
Television Studio Requisition Form
Radio/FM Requisition Form
Radio Feedback Form (For Student)
TV Studio Requisition Form

SZABIST Student Council (SSC)
SZABIST Student Council (SSC) Islamabad
Constitution

List of Registration Charges, Fines, and Penalties

Registration Charges/Fines/Penalties	Amount (Rs)*
Absence in Forums/Video conferencing/IS Advisor Meetings	1,500
Cheque return charges	1,000
Comprehensive exam fee (per attempt)	1,000
Provisional Transcript	1,000
Duplicate admit card fee	Rs. 1000/- per duplicate
Duplicate degree	11,000
Duplicate degree (urgent)	12,000
Duplicate final transcript	3,000
Revised Final Transcript and Degree	12,500
Degree and Convocation Fee*	16,000
Exam Re-take Fee (For each paper of Mid Term & Final)	5,000
Laser Black Printing per page	5
Laser Color Printing with graphics per page	20
Laser Color Printing without graphics per page	15
Late book return (per day)	50
Late fee	5% till end of 2nd week
	5% + 1000 3rd week till end of 8th week
	5% + 2000 9th week only
Late registration	1,500
Late arrivals at Forums/Video conferencing	500
Loss of book	200% of price
Media Cage Penalty	Depending upon the equipment
National Research Conference registration for students	1,000
National Research Conference registration for Non-SZABIST students	2,500
National Research Conference registration for faculty and professionals	5,000
Intercampus Off-line examination fee	2,500
Intercampus On-line examination fee	5,000
Re-counting fee of Final exam paper	1,000 per paper
Scrutiny fee of Final exam paper (for full scrutiny per paper)	5,000
Smoking in Campus (First Time - Warning)	2,000
Smoking in Campus (Second Time - Last Warning)	5,000
Smoking in Campus (Third Time)	Dismissal
Transfer from other SZABIST Campus	30,000
Tampering with computer	1,000
Writing on desk and walls, etc.	500

*This fee is subject to change as per the decision of the Convocation Committee.

ANNEXURE-C

Office of Research, Innovation and Commercialization (ORIC)

The relationship between university and industry is older than 100 years and in the current millennium global knowledge economy has strengthened the need for strategic partnerships that go beyond their traditional roles as collaborators. World-class research universities are at the forefront of pioneering such partnerships which are intended to run longer, invest more, look beyond and sharpen the competitiveness of industries, universities and regions.

Keeping in view these challenges, the Office of the Research, Innovation and Commercialization has been initiated at SZABIST, Karachi. The mission of ORIC as outlined by HEC is "Transforming Pakistani universities to drive high impact innovation, applied research and entrepreneurship". The ORIC's vision is to lead Pakistan's transformation to a knowledge-based economy dependent upon innovation and entrepreneurship. The Office of Research Innovation and Commercialization is being established to link research and commercialization from SZABIST with emerging and existing firms across Pakistan and around the world. As an umbrella, ORIC is meant to work closely with the researchers and on campus Incubators & S&T Park.

The ORIC also serves as a conduit to local, regional and federal partners to ensure research results aid the growth of Pakistan's economy

The office of ORIC is meant to work on commercialization of research and helping startups to incubate, grow, create new jobs, products, services, markets, carry out innovation and bring in funding. The following are the prime activities of ORIC at SZABIST.

SERVICES OFFERED BY ORIC
- Fund raising for research
- Provide information to faculty about various available research grants
- Link faculty and students with relevant industry
- Help and guide on patent filing and licensing
- Interface between faculty and the commercial sector
- Work with patent counsel to assess patentability/licensing
- Evaluate markets for commercialization of inventions

INTELLECTUAL PROPERTY ADMINISTRATION
- Funding for patent applications
- In-house preparation and filing of provisional patent applications
- Market analyses of university intellectual property
- Data management
- Policy analysis development
- Administrative support

ORIC provides support to students and faculty to apply for research grant/s from HEC, PSF and Ignite. The following funded projects are currently being run at SZABIST.

National Center in Big Data and Cloud Computing (NCBC) Project:
The National Center in Big Data and Cloud Computing (NCBC) Project funded by Higher Education Commission Pakistan has been given to 11 different universities among which is SZABIST for the Predictive Analytics Lab at Islamabad Campus and a Smart Manufacturing one at Karachi Campus.

Technology Development Fund(TDF) Project:
HEC funded grants include a Technology Development Fund (TDF) recently having been awarded to SZABIST, Islamabad for project TDF03-240 titled "Showcasing R&D efforts in Pakistan with special reference to positive image building of the Higher Education Institutions."

IGNITE: NATIONAL TECHNOLOGY FUND
With the emerging information age, communication and information technologies are seen by a number of countries as critical for achieving progress in economic and social development. To achieve this vision, Ignite (Formerly National ICT R&D Fund) has been created through support of Federal Government to promote research and innovation by providing research grants in three areas, viz. technical research and development, human resource development, and innovative/commercial products. ORIC SZABIST helps students to apply for Ignite funding for their Final Year Project/s and applications can be accessed online (https://ignite.org.pk/national-grassroots-research-initiative/) and by email at **helpdesk@ignite.org.pk**

YES Club: (Young Entrepreneurship Society)
The idea behind this club is to motivate students to think in an innovative manner and realize their vision by collaborating with the ORIC department which can help provide a platform to accelerate on creating a startup. Furthermore, ORIC aims to accommodate Final Year Projects (FYPs) by connecting them with the industry and also provide seed funding.

Name	Designation & Email	Extension
Dr. Ahmad Hussain	Director ORIC dir.oric@szabist.edu.pk	N/A
Dr. Mobeen Ur Rehman	Secretary Research Committee mobeen.rehman@szabist-isb.edu.pk	Ext # 469
Ms. Zainab Naseer	Research Associate zainab.naseer@szabist-isb.edu.pk	Ext # 466
Syed Abdul Hameed	Content Writer syed.hameed@szabist-isb.edu.pk	Ext # 473

9th Annual Convocation

Tuesday, March 26, 2019
Pak China Friendship Center

9th Annual Convocation
SZABIST 2019

9th Annual Convocation
SZABIST 2019

Welcome to the
9th Convocation

We Just Don't Work Hard
We Work Smart

SZABIST

Discover Yourself

Islamabad Campus
Street # 09, Plot # 67 Sector H-8/4, Islamabad, Pakistan
Phone: 051-4863363-65 Fax: 051-4863367
Email: info@szabist-isb.edu.pk
www.szabist-isb.edu.pk. www.facebook.com/SZABIST.Islamabad.Official

Karachi Campus
90 and 100 Clifton, Karachi 75600
Phone: (92-21) 111-922-478. Email: info@szabist.edu.pk
www.szabist.edu.pk. www.facebook.com/szabistofficial

Larkana Campus
Sachal Colony, Larkana, Sindh, Pakistan
Phone :(92-74) 4053400-3 Fax: (92-74) 4044760
Email: info@lrk.szabist.edu.pk

Hyderabad Campus
Ground & 4th Floor, State Life Building, Thandi Sarak, Hyderabad
Phone # 022-2782441-3 Fax # 022-2782444
Email: info@hyd.szabist.edu.pk

Dubai Campus
6th Floor, Block-10, Dubai International Academic City, Dubai, U.A.E
Phone: +971 4 3664601 Fax: +971 4 3664607
Email: info@szabist.ac.ae, www.szabist.ac.ae

www.szabist-isb.edu.pk

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology