



SZABIST

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
ISLAMABAD CAMPUS

Discover
Yourself



PEOPLE
MAKE THE
EXPERIENCE

WE SEE A
LEADER
IN YOU

Student Handbook 2022

www.szabist-isb.edu.pk

A high-angle, top-down photograph of a large, diverse crowd of people, likely students or young adults, gathered together. Many of them have their hands raised in the air, suggesting a celebratory or enthusiastic atmosphere. The crowd is composed of individuals of various ethnicities, ages, and styles of dress, including some wearing headscarves. The overall image has a slightly faded, grayscale-like quality, with the text overlaid in the center.

WE CELEBRATE
DIVERSITY



SZABIST

**Student
Handbook
2022**
Islamabad Campus

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

Street # 09, Plot # 67, Sector H-8/4, Islamabad - Phone: 051-4863363-65 - www.szabist-isb.edu.pk

Contents

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

SZABIST Campus Location Map (Islamabad)	viii
List of Abbreviations and Acronyms	1
Program Management and Communication	2

1. ACADEMIC GUIDELINES

1.1. Rules Governing Registration and Classes	9
1.2. Rules Governing Payment of Fees	11
1.3. Rules Governing Attendance	12
1.4. Rules Governing Withdrawal from Courses	13
1.5. Rules Governing Grading	15
1.6. Rules Governing Examinations	17
1.7. Rules Governing Research Project, IRS, Thesis and Dissertation	24
1.8. Rules Governing Academic Integrity, Plagiarism and Similarity Index	25
1.9. Rules Governing Transfer	26
1.10. Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Re-admission	28
1.11. Rules Governing Provisional Transcripts, Degree Completion and Continuation for Higher Degrees	32
1.12. Rules Governing Convocation Medals and Honors Roll List	35
1.13. Review and Revision of Academic Policies	37



Contents

2. STUDENT FACILITATION

2.1. Rules Governing Libraries.....	39
2.2. Rules Governing Computer Labs.....	41
2.3. Rules Governing Media Cage, Studio, Sound and Media Labs, and iMac Suite.....	45
2.4. Radio Rules ZAB-FM 106.6.....	47
2.5. Rules Governing Financial Assistance.....	50
2.6. Rules Governing Executive Development Center.....	52
2.7. Rules Governing Student Activities and Associations.....	54
2.8. Rules Governing Students Code of Conduct.....	56
2.9. Wellness Clinic.....	63
2.10. Other Facilities: Photocopy & Printing Shop, Cafeteria and Car Parking.....	64
3.0. Institutional Research Quality Enhancement Cell.....	65
Annexure-A: List of Forms.....	67
Annexure-B: List of Registration Charges, Fines, and Penalties.....	69
Annexure-C: Office of Research, Innovation and Commercialization (ORIC).....	70



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 successful.

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, Islamabad, Larkana, Hyderabad, Ghara, 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 Academics



A great leader Mr. Nelson Mandela said: "Education is the most powerful weapon which you can use to change the world."

SZABIST has seen exponential growth in its programs, students, and physical infrastructure since its inception in 1995. This could be possible with the full support of its Management, especially of its worthy Chancellor, Dr. Azra Fazal Pechuho.

The whole purpose of education is to create "Analytical Minds". As a responsible institution, we just don't believe in classroom studies but believe in complete personality development. Our various students' societies are quite active, the purpose of which is to provide the students a platform to lead and learn to be a great team player by giving them

opportunities to arrange different curricular and extra-curricular activities, which makes them good leaders globally competitive, morally upright, and well-rounded, disciplined individuals.

We at SZABIST call our students our "Products" not our "customers" as we run our institution professionally not pure commercially. To facilitate the students getting internships, scholarships, and job placement, we have proper departments that regularly invite leading companies and students for "Recruitment Drives". We also periodically organize "Job Fairs" at our campus. Due to these efforts put in by our highly professional people, 90% of graduates manage to get jobs within the first three months of their graduations.

SZABIST now has six campuses in Karachi, Islamabad, Larkana, Hyderabad, Ghara, and Dubai. SZABIST is the only Pakistani institution having its campus in Dubai International Academic City since 2003, competing with the world's leading institutions. Karachi campus is the mother campus having more than 8000 students enrolled in its 40-plus academic programs in Management Sciences, Computer Science, Social Sciences, Media Science, Life Sciences, Education, Mechatronic Engineering, and Law. Our three-year LLB program is offered in collaboration with the University of London.

SZABIST programs comply with HEC recommended course plans and are accredited by regulatory bodies such as NBEAC, NCEAC, PEC, NACTE, and CIEC. The learning outcomes of the programs ensure to create critical & creative thinking, acquire problem-solving skills, and professionally handle all pedagogical tools. We are fully aware that a University without Research is like a "Body" without a "Soul"; therefore, we emphasize research activities at all levels of our programs.

Finally, I thank all the newcomers for choosing SZABIST for their academic pursuits and wish them a happy stay during the entire period of their course of studies. I expect, as SZABISTian, you will show a high level of maturity through your conduct and actions.

Prof. Dr. Mohammad Altaf Mukati

Vice President (Academics)

SZABIST

Welcome Message by the Vice President Development & Finance



We are delighted to welcome you to SZABIST. Students here are among the best anywhere in the world. We are so proud of SZABIST and so glad you are joining us!

Our institute's mission is to produce highly qualified professionals to meet national and global contemporary needs; conduct cutting-edge research and development and hi- tech scientific and technological expertise to enable you to meet the current and future economic challenges.

Shaheed Mohtarma Benazir Bhutto Prime Minister of Pakistan established this institute on the vision of her father Shaheed Zulfikar Ali Bhutto Prime Minister of Pakistan to be a globally recognized institute of excellence in education, research,

development and distinction. Currently run under the leadership of Chairperson Bakhtawar Bhutto Zardari and guidance of Chancellor Dr Azra Fazal Pechuho along with experienced trustees from the private, public and legal sector the institute has emerged into one of the top higher educational institute of Pakistan.

Our faculty comprises of the most talented teachers, researchers and scholars. They are accessible, committed and passionate about the work they do. Our staff members are efficient and work hard to provide all the support needed. They listen to you and welcome ideas to make changes to suit your needs. Our Student Support Services conducts round the year extracurricular activities. Our students are talented, enthusiastic and caring colleagues; Our Alumni are at national and multinational organization and help in providing the networks required to succeed in life. Our institute prepares you for leadership roles giving you the knowledge and skills and at the same time promotes ethics and values; it believes in treating people with courtesy, dignity and respect.

As a SZABIST student, you are part of a very special collaborative community. Whatever your discipline, you will enjoy life at SZABIST. Take advantage of it This student handbook provides you the rules and regulations to guide you through your journey at SZABIST.

Welcome to SZABIST. Wish you a rewarding time with us.

Nasreen Haque

Vice President (Development And Finance)
SZABIST

WELCOME Message by Vice President Administration



I am delighted to welcome you to Shaheed Zulfikar Ali Bhutto Institute of Science and Technology. At SZABIST, you will become part of a strong and supportive community that values academic excellence and diversity.

The unfailing dedication and vision of Shaheed Mohtarma Benazir Bhutto has led SZABIST to grow into an exceptionally well established Institution.

SZABIST provides an opportunity to students not just to acquire quality education but also to establish their future in obtaining jobs at renowned national and international organizations. Today, many graduates of SZABIST, have successfully secured good positions in most of the multinational firms known around the

world, succeeding in their own businesses, in influential international and non-governmental organizations.

We hope and encourage you as well, to make a mark for yourself and we are certain that you too will scale the heights of success and overcome challenges of the new era.

We also encourage our students to promote a campus environment that is respectful, supportive and safe.

It is hoped that the Student Handbook 2022 will serve as a useful guide in planning out your academic journey.

I hope each of you have a fruitful learning experience here at SZABIST.

Imtiaz Kazi

Vice President Administration
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 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 Islamabad

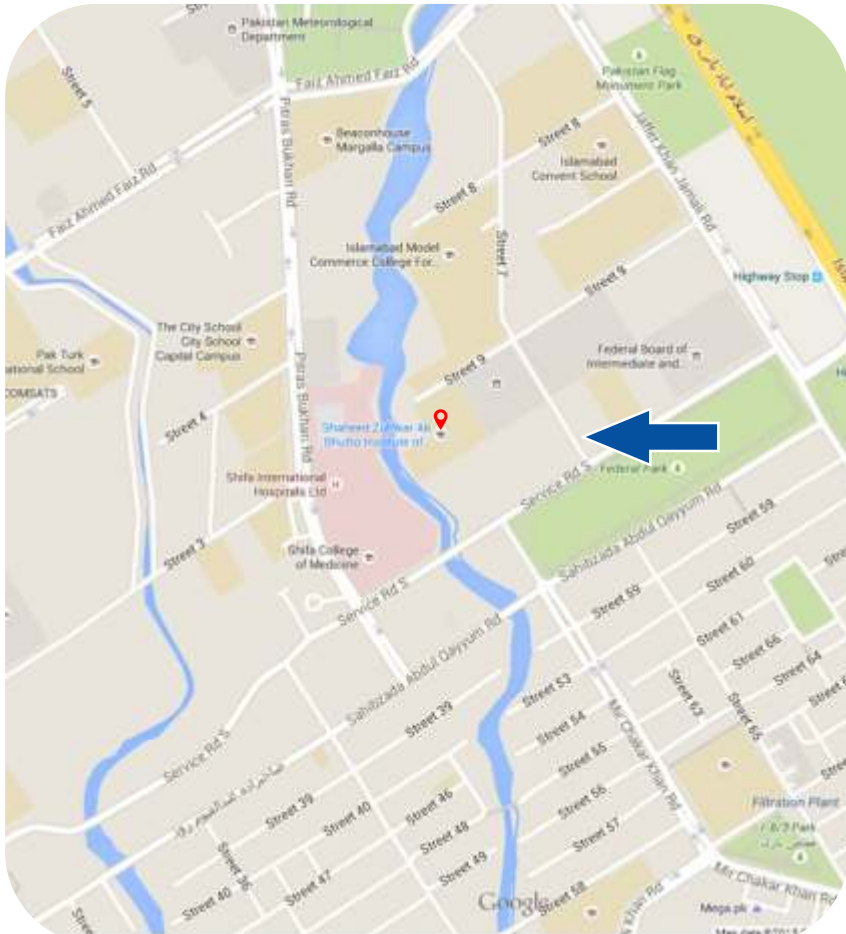
Preface

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 2022, 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. Their contact details are on page 5.

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

SZABIST Campus Location Map (Islamabad)



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
BoF	- Board of Faculty
BS (Accounting & Finance)	- Bachelor of Sciences in Accounting & Finance
BS (Computing Science)	- Bachelor of Sciences in Computing
BS (Software Engineering)	- Bachelor of Sciences in Software Engineering
BS (Artificial Intelligence)	- Bachelor of Sciences Artificial Intelligence
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
DC Case	- Disciplinary Committee Case
EDC	- Executive Development Center
EMBA	- Executive Master of Business Administration
ERFA	- External Relations 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
MMS	- Master of Media Science
MHRM	- Master in Human Resource Management
MPM	- Master in Project Management
MS (Computer Science)	- Master of Sciences in Computer Science
MS (Data Science)	- Master of Sciences in Data 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
MS (Clinical Psychology)	- Master of Sciences in Clinical Psychology
NRC	- National Research Conference
PM	- Program Manager
PMBA	- Professional MBA
Ph.D	- Doctor of Philosophy
PSO	- Program Support Officer
RC	- Research Committee
SA	- Student Advisor
ORIC	- Office of Research, Innovation & Commercialization

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 notice boards. 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
Records	Migration and Degree Completion Letters, Provisional Transcript, Bona-fide Student Letter, Visa Support Letter, English Language as Medium of Instruction 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



Dr. Muhammad Zeb Khan
Professor / Program Manager MS (PM)
dr.zeb@szabist-isb.edu.pk



Dr. Saqib Mahmood
Assistant Professor / Program Manager MS- Business Analytics
dr.saqib@szabist-isb.edu.pk



Dr. Shazia Akhtar
Professor / Program Manager MBA-Day/Evening
dr.shazia@szabist-isb.edu.pk



Dr. Fuwad Bashir
Associate Professor / Program Manager EMBA / PMBA and MHRM
dr.fuwad@szabist-isb.edu.pk



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



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



Dr. Hassan Raza
Associate Professor / Program Manager (BS AF)
dr.hassan@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. Muhammad Imran
Assistant Professor / Head of Department Robotics and
PM Artificial Intelligence MS (Cyber Security)
dr.imran@szabist-isb.edu.pk



Dr. Shahzad Latif
Assistant Professor / Program Manager BS (CS)
dr.shahzad@szabist-isb.edu.pk



Mr. Babar Jehangir
Lecturer / Program Manager BS (SE)
babar.jehangir@szabist-isb.edu.pk

Faculty of Social Sciences



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



Ms. Aliya Abdul Hayee
Assistant Professor / Program Manager MS (Clinical Psychology)
aliya.abdulhayee@szabist-isb.edu.pk



Ms. Sana Mukhtar
Program Manager BS (SS)
sana.mukhtar@szabist-isb.edu.pk

Faculty of Media Sciences



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

Program Support Officer (Social Sciences)
waseem.amir@szabist-isb.edu.pk

Student Advisor (Location: First Floor, Admin Block)

Name	Designation & Email	Extension
Dr. Atif Bilal	Associate Professor /Student Advisor dratif@szabist-isb.edu.pk	Ext # 460

Psychologist (Location: 2nd Floor, Admin Block)

Name	Designation & Email	Extension
Dr. Abdur Rahid	Assistant Professor/Psychologist drrashid@szabist-isb.edu.pk	Ext # 483
Dr. Syeda Razia Bukhari	Assistant Professor/Psychologist drrazia@szabist-isb.edu.pk	Ext # 468

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

Name	Designation & Email	Extension
Mr. M. Aqeel Ahmed	Program Support Officer (Management Sciences) aqeel.ahmed@szabist-isb.edu.pk	Ext # 102
Mr. Waseem Amir	Program Support Officer (Social Sciences) waseem.amir@szabist-isb.edu.pk	Ext # 102



1. Academic Guidelines/Rules

- 1.1. Rules Governing Registration and Classes
- 1.2. Rules Governing Payment of Fees
- 1.3. Rules Governing Attendance
- 1.4. Rules Governing Withdrawal from Courses
- 1.5. Rules Governing Grading
- 1.6. Rules Governing Examinations
- 1.7. Rules Governing Research Project, IRS, Thesis and Dissertation
- 1.8. Rules Governing Academic Integrity, Plagiarism, and Similarity Index
- 1.9. Rules Governing Transfer
- 1.10. Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission
- 1.11. Rules Governing Provisional Transcripts, Final Transcripts & Degree, Degree Completion & Continuation and Continuation for Higher Degrees
- 1.12. Rules Governing Convocation Medals and Honors List
- 1.13. Review and Revision of Academic Policies

The rules and policies are subject to change as per HEC policies on COVID-19 and others, issued from time to time. The omnibus related to COVID-19 by HEC are

- Covid-19 Guidance No.1 ⇨ HEC Policy Guidelines for Universities and DAIs on COVID-19
- Covid-19 Guidance No.2 ⇨ Guidelines for Faculty and Staff of the Universities DAIs
- Covid-19 Guidance No.3 ⇨ TSC- Final Approved Working Paper
- Covid-19 Guidance No.4 ⇨ Government Directive of 26 March 2020
- Covid-19 Guidance No.5 ⇨ Online Readiness (final and assented version)
- Covid-19 Guidance No.6 ⇨ Assessments & Examinations
- Covid-19 Guidance No. 6a ⇨ PhD-MPhil-MS Defense & Final Juries
- Covid-19 Guidance No. 6b ⇨ O&A-Level Admissions
- Covid-19 Guidance No.7 ⇨ Reopening of HEIs



STUDENT SUPPORT SERVICES

Student Support Services

For more than a decade (2009-to date), the main SZABIST campus has been fortunate to have a unique and diverse student body with a healthy record of activities and a proud history of achievements. Since 2015, with the establishment of the office of the student advisor, more organized and focused approach has been adopted with the aid of student advisory policies and guidelines for activities in the form of standard operating procedures and financial prudence guidelines with emphasis on paperwork and documentation/reports for record keeping all of which added much needed structure to student activities at the institute.

Vision of Student Support Services

We aim to provide students with a platform that allows them to conduct activities which work towards the development of a stronger, wiser and a more united student populace on campus. It works to inculcate in young minds the values of unity, tolerance, inclusion and leadership and through engagement with other campuses of SZABIST and universities across the country realize the objectives of our core areas of focus, nationally as well.



CORE VALUES OF SZABIST



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

Following registration procedure is strictly followed at the beginning of each semester:

- Students must register through ZabDesk, the automated SZABIST Online Registration System. For further assistance, they can contact Academic Support Office (ASO).
- Registered students who have paid their fee, but have remained absent for first four classes, will be automatically de-registered from the course.
- 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 the classes.
- 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.
- Student on probation will be allowed to register for only N-2 courses.
- Students can register for maximum 02 courses (6-8 Credit Hours) in Summer, which is a remedial semester.

1.1.2. Scheduling of Classes

- Class schedule is given in the student admission folder during the Induction Week or at the Orientation and are also posted on notice boards and ZabDesk.
- Ideal class size for undergraduate programs is limited to such number of students that allows the delivery of high quality education on an interactive basis.
- Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins on the first Monday of September, and Spring semester commence on first Monday of February. Summer Session is 8-week long and is not a regular semester.
- Classes scheduled for all courses of undergraduate and postgraduate programs are held for 3 hours a week with a 10-minute break.
- Classes scheduled for BS-Computer Science and Software Engineering, Artificial Intelligence are held for 1.5 hours each, twice a week with a 10-minute break.
- 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 # 105
Syed Mujtaba Hassan	Assistant Controller Academics mujtaba@szabist-isb.edu.pk	Ext # 218
Ms. Memoona Hanif	Officer Academics memoona@szabist-isb.edu.pk	Ext # 218
Mr. Farooq Sheikh	Assistant Officer Academics farooq.sheikh@szabist-isb.edu.pk	Ext # 218
Syed Turrab Haider	Graudate Support Officer turrab.haider@szabist-isb.edu.pk	Ext # 218
Mr. Muneeb-Ur-Rehman	Assistant Academics muneeb@szabist-isb.edu.pk	Ext # 218
Mr. Mubasher Iqbal	Assistant Academics mubasher.iqbal@szabist-isb.edu.pk	Ext # 218

Timings

8:00 am - 9:30 pm (Monday-Saturday)

1:30 am - 2:30 pm (Friday Prayer Break)

9:30 pm - 5:00 pm (Sunday)



1.2. Rules Governing Payment of Fees

- a. Tuition fees and all outstanding dues for a semester are to be submitted before the commencement of the semester.
- b. At the time of course registration, 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 in any one of the following Account Number.
 - ABL-Account No. 0947-0116700100
 - ABL-Account No. PK02ABPA00100058-63680030
- d. All students are required to go through from their own Zab desk account for issuance of fee challans (Online /Offline)
- e. After submission of the fee in the designated branch, the stamped leaf of fee voucher is to be submitted to Finance Office within forthwith.
- f. Late fee deposit is liable to surcharge mentioned at Annexure – B.
- g. 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 # 417
Mr. Adil Salim	Officer Accounts adil.saleem@szabist-isb.edu.pk	Ext # 415
Mr. Tanveer Akhtar	Assistant tanveer@szabist-isb.edu.pk	Ext # 415

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 in each course 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 policy 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 withdraw 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 online effectively processed.
 - 4. In case the online withdrawal request is not processed, the student is required to contact ASO for processing the withdrawal.
- 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 course withdrawal 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 relevant Program Manager/HOD.
- 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 CGPA requirements for various degrees are listed below. Failure to meet these requirements will risk student being put on probation:
 - 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 the Midterm and Final exams.

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 is 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.
- b. ***Admit card is mandatory for Mid Term and Final exam**

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 penalized.
- i. Use of Unfair Means include but not limited to the following:
 - i Any written or oral communication between two or more students during the examination which may include:
 - a. Oral Communication with a students for receiving/ giving information.
 - b. Giving/receiving assistance/copying from another candidates's answer script or allowing any other candidate to copy from his answer sheet.
 - c. Exchange of Answer Script/Question Paper / Any Written Material.
 - d. Exchange of information through cell phone/email/ Social Media or any other device
 - e. Any other form of exchange information that falls in the category of "Unfair Means."
 - ii Copying the content from an unauthorized device or print material.
 - iii Keeping any Material in the examination hall in form of Cell phone, Device, Recording, Book, Notes , image, Text, Documents, website, application, or any other from can be used for cheating. This is not necessary that the student is caught using such material, and merely holding such material during an examination will be made the student liable.
 - iv Sending a substitute candidate to take the examination.
 - v Bringing or using unauthorized answer sheet in the examination.
 - vi Changing the Seat during examination without the permission of the invigilator.
 - vii Leaving the examination hall without handing over the answer script to the invigilator.
 - viii Leaving the examination hall without the permission of the invigilator.
 - ix Leaving the examination hall for a long period of time without proper justification.

- x** Not following the instruction of the invigilator.
 - xi** Any undue influence, coercion, threatening, or misbehavior with the invigilator/staff/faculty or with other students.
 - xii** Removing a leaf from his/her answer script, the answer script shall be canceled immediately by the invigilator, and the case will be forwarded to the unfair means committee
 - xiii** Using abusive or obscene language in the answer script
 - xiv** Possessing any kind of weapon in or around the examination center
 - xv** Doing any act which is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination process.
 - xvi** Providing incorrect information deliberately on the answer script such as student Name, Registration and the like with a view to deceiving the authority.
 - xvii** Any other activity by the student which may fall in the category of Unfair Means.
 - xviii** The decision of Unfair Means Committee shall be final and binding for the students
 - xix** If an invigilator finds a student using unfair mean during the examination, he/she will stop the student immediately from taking the examination, and the student will be asked to leave the examination hall immediately.
 - xx** The invigilator will submit the case to the Examination Controller along with the form of unfair means committee along with necessary evidence.
- J.** An Unfair Mean Committee will be constituted by the Head of Campus to resolve all such cases for the Examination in each semester



- 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 / 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.’



1.6.4. Scrutiny of Final Exam Papers

- a. Scrutiny will be permissible for the final exam paper only and for 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 / 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. There is distinction between a 'Retake Examination' and a 'Re-sit examination'. Retake (deferral) is an examination when a student misses and takes an examination at a rescheduled date with a new question paper. Re-sit examination means that the student takes the same examination twice which is not practiced at SZABIST. An examination retake is subject to the permission of the relevant Program Manager along with HOD and is possible only in the following scenarios:
- 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
 - Death in immediate family:**
Documents required: Death certificate/obituary note
 - Job-related travel:**
Documents required: Company letter/travelling documents
(Applicable only for MS/PhD, MBA & EMBA/MPM/MHRM Programs)
 - 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 but in such case it is obligatory for the student to present to the invigilator a hard copy of the approval given by the relevant Program Manager and HOD.
- 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 (Rs.5000 per exam).
- 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) related to Off-Campus Examination are to be paid by the student.
- d. Examination Department in consultation with the relevant Head of The Department and V.P. Academics will be responsible to facilitate the students interested in Off-Campus Examinations.

1.6.7. Change of Grade/Marks

- 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 mentioning the reason for change and submitting the required documentation within 05 working days after closing of semester.

1.6.8. Comprehensive Examination (For Ph.D 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 comprehensive 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 Islamabad 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 only if the IRS are cleared on the announced date.
- f. Maximum two attempts are permissible.
- g. It is mandatory for the students to clear their comprehensive exam within two years from the date of their admission / registration in the program this is applicable for 2019 onwards batches.



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 # 215
Mr. Waqas Iqbal	Assistant Controller Examination waqas.iqbal@szabist-isb.edu.pk	Ext # 114
Mr. Adeel Hussain	Officer Examination adeel.hussain@szabist-isb.edu.pk	Ext # 114
Mr. Zeeshan Ajmal	Assistant Officer Examination zeeshan.ajmal@szabist-isb.edu.pk	Ext # 114
Mr. M. Abdullah Younus	Assistant Examination abdullah.younus@szabist-isb.edu.pk	Ext # 114

Timings

8:30 am - 9:30 pm (Monday - Saturday)

Sunday Closed (Open in case of Scheduled Examinations)



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

After registration through ZabDesk, all students are required to select an

- a. advisor/research supervisor from the list of approved advisors/research supervisors for their respective program, submit the necessary forms and documentation as in specified in prescribed format. The selection of the Advisor / Research Supervisor shall be don from Is / thesis portal available on ZabDesk zabdesk.szabist-isb.edu.pk/isthesisportal/login.aspx

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/Defense/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 notice boards 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, ghost writers 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) as one's own.
 6. Any unauthorized access to an instructor's file, computer account or data or szabist intranet/internet services including szabist website/zabdesk.
- 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 as per 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, Thesis, and Dissertations 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 seat at the admitting campus.
- b. Meeting the eligibility-criteria of admission in the given program at admitting campus.
- c. Provided that the student is 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.
- j. If a student has completed 50% credits at the mother campus and 50% at the transfer admitting campus, the degree will be awarded by the mother campus.

1.9.2. SZABIST Campus transferring students are requested to note that:

- a. Transfer of pass grades of courses from one campus to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.
- b. New admissions on merit list at Islamabad Campus, may seek transfer to other campuses, provided they fulfill the merit criteria of that campus and submission of the same along with the required documents at the Admission Office. Their admission fee will be adjusted accordingly.

1.9.3. 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 **outstanding** 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. Minimum Grade B or 80% score is required for a course to be transferred.
 2. Maximum credits that can be transferred are 50% of degree requirement, which may be lower for certain degrees.
 3. 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.
 4. Reception Desk)
- 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 # 421
Mr. Saleem Ud Din	Assistant Manager Admissions saleem@szabist-isb.edu.pk	Ext # 421
Ms. Maimoonah	Officer Admissions maimoonah@szabist-isb.edu.pk	Ext # 421
Ms. Fahreen Bibi	Assistant Officer Admissions fahreen.bibi@szabist-isb.edu.pk	Ext # 419
Mr. Khalid Munir	Assistant Officer Admissions khalid.munir@szabist-isb.edu.pk	Ext # 419
Ms. Ayesha Mustafa	Assistant Officer Admissions ayesha@szabist-isb.edu.pk	Ext # 419
Mr. Waleed Shehzad	Assistant Admissions waleed.shehzad@szabist-isb.edu.pk	Ext # 419

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 2022) 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.

Ineligible students are required to submit their results within two weeks after publication of result to get 50% tuition fee refund.

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:

- i. Such students shall be issued "Provisional Transcript" of Fall semester.
 - ii. They will be re-admitted in Spring semester with "New Registration" number".
 - iii. No course of Fall semester shall be transferred to Spring semester.
 - iv. Application fee & Admission fee shall not be charged. Moreover, no admission test will be taken.
 - v. Student will have to submit the result of supplementary exam (for which they appeared during the Fall semester) as soon as these are available.
 - vi. In case of not clearing the supplementary exam, the admission will be cancelled 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 2022), 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 on Academics 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. Minimum required CGPA for different programs where a student will be placed 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 intolerant Behaviour(s) or extremist tendency despite 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/grievance 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 SZABIST policy, a student once dismissed will not be allowed to register for any certificate course(s) at any campus. The certificate course policy says: '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 course(s) 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

- 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.
- All semesters and grades are reported on Provisional Transcript.
- CGPA is mentioned on Provisional Transcript, and its calculation includes all passing grades according to the applicable Grading Plan.
- Transfer courses from other university are “not mentioned” on the Provisional Transcript.

1.11.2. Final Transcript and Pass Certificate

- 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.
- 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”.
- 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

- 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

- 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. Additional 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. Maryam Mehtab	Officer Records	maryam.mehtab@szabist-isb.edu.pk	Ext # 455
Mr. Mohsin Shahzad	Officer Records	mohsin@szabist-isb.edu.pk	Ext # 452
Mr. Faisal Nawaz	Assistant Officer Records	faisal.nawaz@szabist-isb.edu.pk	Ext # 454
Mr. Muhammad Fahad	Assistant Records	muhammad.fahad@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. Rules for Academic Gold & Silver Medals

Eligibility Criteria:

A Student with the highest CGPA in the Graduating Program will be awarded Gold Medal, and the student next to highest CGPA will be awarded Silver Medal.

Following Conditions Shall Apply:

- a. CGPA must be at least 3.20.
- b. The student must have completed the degree requirements with his/her batch, i.e., carrying the registration number of the batch he/she was admitted into.
- c. Certificate, external transfer, and Ph.D graduating students are not eligible.
- d. The Minimum number of students in a program must be at least 10 for Master Programs and 15 for undergraduate programs.
- e. If the student with Highest CGPA does not meet the above conditions, the student next in line will be considered for Gold Medal subject to meeting the above conditions. The same is true for Silver Medal.
- f. In case of more than one student meeting the above conditions, the Gold/ Silver Medal will be awarded to all such students.
- g. In case of any dispute, the matter shall be referred to a committee under the supervision of Registrar (at Karachi campus), or Hoc (at other Campuses), and the decision of the committee shall be considered as final.
- h. **Student found guilty by disciplinary/harrasment/grievance committee is not eligible for any 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.

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
- 2.2. Rules Governing Computer Labs
- 2.3. Rules Governing Media Cage, Studios, Sound and Media Labs, and iMac Suite
- 2.4. Radio Rules Zab-FM 106.6 (Campus Radio Station of **SZABIST**-Islamabad)
- 2.5. Rules Governing Financial Assistance
- 2.6. Rules Governing Executive Development Center
- 2.7. Rules Governing Student Activities and Associations
- 2.8. Rules Governing Student Code of Conduct
- 2.9. Wellness Clinic
- 2.10. Other Facilities



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:

To ensure a beneficial learning environment for the student body, the following policies are to be followed.

A student can borrow two books simultaneously for a period of three days.

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.

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.

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>. 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.

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.

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.

- 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. 50 per day per book will be charged from students.

The VPN sources and access to HEC online database is available. The details can be sought from The Librarian.

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	Assistant Librarian 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 # 115
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 # 113
Mr. Mian Muhammad Majid Ali	Assistant Network Administrator majid@szabist-isb.edu.pk	Ext # 115
Mr. Gul Hameed Asmat	Associate System Engineer gul.hameed@szabist-isb.edu.pk	Ext # 234
Mr. Aitzaz Anjum	Associate System Engineer aitzaz@szabist-isb.edu.pk	Ext # 115
Mr. Mohammad Arsalan Arshad	Telecom Lab Assistant arsalan@szabist-isb.edu.pk	Ext # 234



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	

Software Wing (ZABSOLUTIONS)

Contact : zabsolutions-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. Jawad Ahmed Abbasi	Senior Software Engineer	jawad.ahmed@szabist-isb.edu.pk	Ext # 235
Mr. Haroon Siddique	Application Developer	haroon.siddique@szabist-isb.edu.pk	Ext # 235
Mr. Taimoor Amjad	Software Engineer	taimoor.amjad@szabist-isb.edu.pk	Ext # 235
Mr. Muhammad Abuzar	SQA Engineer	abuzar@szabist-isb.edu.pk	Ext # 235

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

- i. 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.

- ii. Requisition form must be submitted at least two days before recording the program.
- iii. 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.
- iv. Concerned persons must switch off lights, AC, Projector, and Cameras before leaving the venue.
- v. In case of a guest, approval of committee is mandatory.
- vi. In case of any change in program schedule or cancellation, written e-mail to committee is compulsory.
- vii. Abusive, vulgar, and unethical language or activities in the Studio shall be brought to the notice of Disciplinary/Harassment Committee of SZABIST for further action.

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:

- i. 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.
- ii. Media lab is to be used only for media-related assignments and projects during/after class timings.
- iii. 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.
- iv. Students are required to save their data in assigned folder. Anything left on computer desktop will be removed without any intimation.
- v. Students should make backup copies of their folders as lab staff will not be responsible for any loss of data.
- vi. 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.
- vii. 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. Rabeeia Ahmed

Lecturer

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 is strictly prohibited.
- 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 fail to adhere to these rules and regulations will be subjected 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. Humayoun Rashid	Assistant Cameraman humayoun.rashid@szabist-isb.edu.pk	Ext # 309
Mr. Ghulam Haider	TV Assistant Studio ghulam.haider@szabist-isb.edu.pk	Ext # 309

ZAB FM Radio Station

Location : First Floor, Academic Block

Name	Designation & Email	Extension
Dr. Wajid Zulqarnain	Manager Operations dr.wajid@szabist-isb.edu.pk	Ext # 236
Mr. Faisal Shahzad	Shift Supervisor 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 the 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 fees; however, in some cases, scholarship also covers Books, Boarding, Transportation, Monthly Stipend and Admission Fee.

The two types of scholarships available are: “SZABIST-funded Scholarship” and “External Donor Agencies-funded Scholarships”.

2.5.1. SZABIST-Funded Scholarships

SZABIST-funded scholarships are available for all Undergraduate programs & MBA.

2.5.2. SZABIST Need-Based Scholarships

- a. SZABIST Need-Based Scholarships are offered in August/September each year, covering two semesters. The scholarship covers tuition fees in varying percentages such as 100%, 75%, 50%, and 25%.

The eligibility is based on:

- Annual Income \leq PKR 1,200,000/-
 - Assessment through a panel interview.
- b. The application form for SZABIST need-Based Scholarship is available on szabist website <https://szabist-isb.edu.pk/scholarships/>
- c. For renewal of scholarship in the second semester, a minimum CGPA 2.50 is required.

2.5.3. SZABIST Merit-Based Scholarships

- a. SZABIST Merit-Based Scholarship will be awarded from the second semester onward and is renewable for each semester depending on the student's performance.
- b. The total amount of scholarship per program per class/section is equal to a 25% tuition fee for the next semester. For example, if a student is found eligible for the scholarship in Fall Semester, he/she will be awarded a 25% fee waiver for the following Spring semester.
- c. Student with the highest semester GPA is eligible for a 25% Merit-Based scholarship, in the subsequent semester provided the candidate has:

- Obtained a minimum semester GPA of 3.70.
- Taken a full load of courses with assigned sections during regular semesters, i.e. Fall and Spring, both for calculation of Semester GPA and availing of the scholarship.
- Students with additional and repeat courses are not eligible for the Scholarship.
- Transfer/Open students are not eligible for the Scholarship.
- Executive Programs, MS and Ph.D 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 based on the percentage of marks.
- In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.

2.5.4. External Donor Agencies-Funded Scholarships

- SZABIST also awards scholarships in collaboration with external donor agencies, such as
 - Pak USAID Merit and Need-Based Scholarships Program
 - Sindh Educational Endowment Fund
 - Baluchistan Education Endowment Fund
 - Punjab Educational Endowment Fund
 - NTS Need-Based Scholarship Program
 - Ihsan Trust Qarz-e-Hasna Facility
 - Khairpur District Poverty – Cum Merit Scholarship
 - HEC-Indigenous Ph.D. 5000 Fellowship Program
 - Ministry of Harmony and Interfaith Minority Scholarships
 - Other Community-Based Scholarships
 - USAID MBA Scholarships Program
 - Benevolent Fund

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

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

External Relations and Financial Assistance (ERFA)

Name	Designation & Email	Extension
Dr. Khansa Zaman	Manager ERFA dr.khansa@szabist-isb.edu.pk	Ext # 524
Mr. Mubashir Ali	Officer ERFA mubashir.ali@szabist-isb.edu.pk	Ext # 555

Timings

9:00 am - 7:00 pm (Monday - Saturday)

Sunday Closed

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 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 website. <https://www.szabist-isb.edu.pk>

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 '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.
- Companies may also interview potential candidates for job and internship opportunities. Interested student 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. Summer Training / Short Courses

At every phase in your career, you are faced with a new monarchy of responsibility and address a unique set of challenges. Our summer training & short courses reveal the latest in management thinking and address the dynamic learning needs of students and graduates over the course of their careers. We aim to unshackle thinking, transform perspectives and allow an unparalleled opportunity to rethink future directions at an individual and organizational level. Our programmes are designed to increase your capabilities and help you turn ideas into actions that drive impressive results.

The short training courses for students, alumni and public enable the students/ trainee for future career building and personal management.

2.6.6. Graduate Directory

- 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.

2.6.7. Alumni Relations

- 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.
- 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
Mr. Muhammad Mumtaz	Manager EDC muhammad.mumtaz@szabist-isb.edu.pk	Ext # 423
Ms. Nadia Zohaib	Assistant Manager EDC nadia.zohaib@szabist-isb.edu.pk	Ext # 106
Mr. Sheraz Mehmood	Assistant sheraz.mehmood@szabist-isb.edu.pk	Ext # 566

Timings

9:30 am - 6:00 pm (Monday - Saturday)

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.

2.7.1. 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 showcase of 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 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.



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

All activities should be organized according to the SSC event calendar and approval for these activities must be taken well before time.

List of Societies (SZABIST, Islamabad)

- CS-SE Society
- Curtains Society
- Adventure Society
- Media Society
- Social Sciences Society
- Literature & Mushaira Society
- Photography Society
- Business Society
- ZABMUN Society
- Sports Society
- Debating Society
- Environment and Climate Change Society
- Gaming Society
- Society for Voluntarism
- Community Service and Social Responsibility Society
- IEEE Society
- Entrepreneurship Society
- Character Building Society
- MBA Club
- Wellness Clinic

2.8. Rules Governing Student Code of Conduct

The norms of behavior under the Code of Conduct are aimed at providing every SZABIST employee and 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 (Monday - Saturday) and by 5:00pm (Sunday). 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 employee student, or found to disrupt and disturb SZABIST employee their fellow students learning, they will be appropriately disciplined by any member of the faculty / staff 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 and 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, caste, gender, nationality or background.
- g. Avoid disrespectful behavior in and outside class. Student must act in a manner that is conducive to mutual learning. Any concerns may be taken up with Faculty/relevant Program Manager/Student Advisor 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 must put-on smart informal and decent clothes. However, during formal presentations and occasions, dress code will be formal. Shorts and Bermudas are strictly not allowed.
- b. Acceptable foot-wear excluding flip-flops and slippers(Chappals).
- c. All students are expected to wear suitable attire and act in a manner that is appropriate for any Institution of Higher Learning. Student attire must be culturally or socially inoffensive in style, cuts or prints. Examples of attire that is not allowed on campus includes:
 - Hawaiian chappals and/ or flip-flops; slides;
 - Loungewear;
 - Shorts, Bermudas/ three-quarter trousers; and
 - Ripped jeans
- d. Students are expected to be well-groomed, presentable, clean, and tidy, as they are representatives of SZABIST within and outside SZABIST premises.
- e. Students are to be in formal attire for any special occasion e.g. guest lectures, conferences, seminars, moot court competitions, and presentations.

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 responsible, 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 and vaping 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. Counselling

To ensure that students are able to work to the best of their abilities SZABIST provides professional student counseling to ensure an all-inclusive and nurturing environment that allows students to become good, well rounded and responsible human beings.

2.8.6. Types of Counselling Available to Students

2.8.6.1 Academic Counselling

- a. All students report to their Program Managers who offer guidance pertaining to course selection, class timings and schedule, course registration, attendance and all other academic matters.
- b. Program Managers may also advise on co-curricular activities.
- c. For certain issues, Program Managers may refer matters to Head of Department for resolution.
- d. Program Managers are to meet with students falling on probation and allowed to take (N-2) or less load of the regular semester load only. Students on probation are counseled to improve their GPA to above 2.00 to avoid dismissal.
- e. A student securing a CGPA below 2.00 for two consecutive semesters is dismissed from the program, so he/ she may want to discuss with PM regarding other options.
- f. PM is available to meet in case any prospective student wants to get some specific queries related to the admission of their program.

2.8.6.2 Career Counselling

- a. The Executive Development Center (EDC) offers guidance through Manager / Assistant Manager EDC on all matters pertaining to career choices and paths.
- b. Additionally, EDC offers opportunities to students with regard to internship and job placements.

2.8.6.3 Personal Counselling

- a. All personal counseling services will be provided by an in house counselor/therapist.
- b. All students willing and able to discuss and treat issues of a personal nature may avail the services of the counselor who, by virtue of being a trained and licensed psycho-therapist, would help treat issues students might be concerned about or problems they may be afflicted with the aid of counseling and therapy.
- c. In case of minor issues related to advise related to personal issues, students may contact Program Manager or HOD.
- d. For serious matters, Program Managers may recommend students to approach the in-house counselor or seek external help.

2.8.6.4 Referral to the Counselor

A student of may be referred to the Counselor by Faculty/Staff through the concerned PM/HoD/Dean, Student Disciplinary Committee (SDC) or Anti- Harassment Committee (AHC) with information to Student Advisor (SA).

Any student of SZABIST may approach the Counselor by email at dr.atif@szabist.edu.pk

2.8.6.5 Counselling related to Extra-Curricular Activities

- a. The Office of Student Advisory provides guidance on all extra-curricular activities that take place on campus.
- b. Manages and supervises overall activities of Student Societies and SZABIST Student Council (SSC) at SZABIST. Acts as a liaison between the SSC and the management of SZABIST.
- c. Ensures that SSC and its societies' activities are held in compliance with the SSC constitution, financial and administrative procedures and SZABIST management guidelines.
- d. Arranges student activities within and outside campus through Activities Coordinators and staff.
- e. Counsels students regarding their behavior and general guidance and helps them to understand their potential and ways to pursue their goals.

2.8.7. Grievance Management

We at SZABIST strive to bring positive change through dialogue. But if you still have any grievance, you can submit details of your grievance either to your Program Manager or the Student Advisor.

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.

2.8.8. Conflict Resolution

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 will call for formulation of the Disciplinary Committee for Review after the approval from HoC.

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

2.8.9. Misconduct

Matters pertaining to student(s) being alleged of the following action(s) are to be referred to the Student Disciplinary Committee

- a. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the SZABIST, including offensive behavior, on SZABIST premises;
- b. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the SZABIST or any visitor to the SZABIST;
- c. Behavior which brings disrepute/ defamation to SZABIST;
- d. Misuse or unauthorized use of SZABIST premises, facilities or items of property including computers and library;
- e. Intentional or reckless damage to, or defacement of, SZABIST property or the property of members of the SZABIST and community;
- f. Acts of dishonesty including theft, fraud, deceit, or deception in relation to the SZABIST, its student, faculty, staff.
- g. Harassment of any student, faculty, staff, or any authorized visitor to the SZABIST, whether physical, verbal, sexual, racial or bullying, including defamation of character or slander (which may be referred to the Anti-Harassment Committee).
- h. Violent, indecent, disorderly, threatening or offensive behaviour or language in SZABIST premises/ events whether directed towards student, faculty, staff, or a member of the public within SZABIST premises/ events.
- i. Obstruction of, or improper or fraudulent interference with, attendance.
- j. Indulgence of students in illegal practices in Examination as prescribed in student handbook.
- k. Refusal to submit to the authority of any legitimate decision of the authoritative body or staff member of the University;
- l. Encouragement to a fellow student to commit any act of misconduct;
Conviction in a criminal court shall be prima facie proof of misconduct, where applicable.
- m. Any act that endangers safety of self or any staff or faculty member of SZABIST
- n. Usage, possession or distribution of arms, contraband material (drugs/ alcohol), offensive literature/ hate material in SZABIST premises/ events
- o. Misrepresentation, forgery of documents, hacking, calumniating/maligning the name and reputation of SZABIST or its officials
- p. Violation of any rule or code of conduct
- q. Any act on part of the students that is considered socially and morally undesirable.

2.8.10. 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**, Associate Professor
- **Dr. Ahmed Ali Qureshi**, Assistant Professor
- **Ms. Aliya Abdul Haye**, Assistant Professor
- **Dr. Atif Bilal**, Student Advisor

III. Guidelines:

- a. All complaints/matters pertaining to harassment must be filed with the Office of Student Advisor (Dr. Atif Bilal) 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 students with the issuance of an official letter by the concerned Program Manager/Head of Department/students advisor 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.

2.8.11. Anti-Drug and Tobacco Abuse Policy

Purpose:

- a. The committee under Drug and Tobacco Abuse in Higher Education Institutions Policy (2021) by Higher Education Commission has been formed for dealing with all cases related to drug and tobacco abuse. This policy is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of SZABIST (campus, class rooms, libraries & cafeterias etc.)
- b. The committee aims to facilitate SZABIST family members by ensuring a drug free and smoke free environment at SZABIST and to take measures to safeguard the interests of the students in the following ways.

- c. By raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption.
- d. By coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed.
- e. By resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in SZABIST

Committee Members:

- Student Advisor, Convener
- Manager Administration, Secretary
- Manager HR, Member
- Relevant Programme Manager, Member
- Controller Academics, Member

Guidelines for reporting and consultation:

- a. The identity of the whistle blower/complainant shall be kept confidential
 - b. The committee may investigate and collect information on its own as well in tandem to rules and policies of the university.
 - c. All complaints shall be decided by the ADTC within one month of their receipt.
 - d. The committee may decide penalties and/or recommend counselling sessions as per the severity and frequency of the concern.
 - e. SZABIST has the right to report the violation to the appropriate authorities including law enforcement agencies in the case of distribution or sale of illicit drugs.
- An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision to the Head of Campus.
 - In the event that the ADTC determines a false allegation, disciplinary action might be taken against the complainant.



2.9 Wellness Clinic

Introduction

Wellness clinic at SZABIST-Islamabad is established with the aim of providing counseling and guidance services. We believe in developing a well-rounded personality. As an academic institute we are standing with our students to face academic and real life challenges. Our aim is to groom academically, professionally, and facilitate in better quality life.

Services

Wellness Clinic is committed to indiscriminately provide psychological services in following major domains:

- Daily life challenges
- Extreme psychological distress
- Psychotherapeutic and psycho diagnostic services
- Personality Assessment
- Speech and Language Therapy
- Cognitive Behavior Therapy

For details visit SZABIST Islamabad website.

Appointment Process

Appointments can be taken through our digital system as follow:

- Students can initiate the point of interest through ZABDESK portal
- Or
- Email at: amber.gillani@szabist-isb.edu.pk

Disclaimer

Our facility and services are in line with the Global guidelines as provided by American Psychological Association and American Speech-Language-Hearing Association.



2.10. Other Facilities

2.10.1. Photocopy and Printing Shop

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

2.10.2. Cafeteria

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

2.10.3. Car Parking Facility

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



3.0. Institutional Research Quality Enhancement Cell

- IR/QEC supports institute-wide strategic planning; manages and coordinates the majority of campus survey development and research and provides reports on management information and policy analysis.
- The department's officials collect, analyze, report, and warehouse quantitative and qualitative data of SZABIST students, faculty, staff, alumni, curriculum, industry, course offerings, and learning outcomes. IR/QEC personnel are involved in collecting and reporting information to the Management for policy development, revision and new initiatives thus encouraging continuous improvement in Academic operations at all campuses.
- IR/QEC also reports academic progress and achievements to HEC-QAA. During COVID-19 the department actively ensured that SZABIST adheres to HEC guidelines and maintains quality teaching standards safeguarding students' health and ensuring zero academic loss. Based on the latest assessment by the Quality Assurance Agency (QAA) of
- Higher Education Commission (HEC), SZABIST's Quality Enhancement Cell has been ranked in the highest category, that is, "W" category. This reflects the excellent performance of the SZABIST QEC in ensuring adherence to high quality standards of education delivery.
- Further, IR/QEC has to provide an absolutely unbiased judgment by providing an open forum, easy access and clear assessment criterion. Hence, it works in isolation from all core departments. IR/QEC's subsequent intention is to link the academic, administration and social community together to achieve an environment of mutual trust and academic freedom.
- Various surveys are conducted by the department through ZABLMS giving students an opportunity to communicate with the Management and provide feedback. All responses are kept anonymous and research guidelines are strictly followed.
- IR/QEC can be contacted and provided feedback by sending an email or visiting IR/QEC
- Students and Instructors may contact the Institutional Research Department if there is a need to make suggestions or comments that can help further improve the course.
- The IR/QEC Department would like to hear you feedback about the following:

Students	Instructors
<ul style="list-style-type: none"> ● Current Student survey ● Graduating Student Survey ● Alumni Survey ● Teacher Evaluation ● Course Evaluation ● Course Content/ thoroughness ● Lecture Delivery/Supplementary Material ● Facilities/Labs/Software/Hardware Support ● Course alignment with learning outcomes ● Any other comments/feedback ● Industry Survey 	<ul style="list-style-type: none"> ● Faculty survey ● Availability of teaching material ● Facilities/Internet/Administrative Support ● Labs: Software/Hardware/Technical support ● Availability and quality of Teaching Instruments ● Any other comments/feedback

QEC

Contact : qec.isb@szabist-isb.edu.pk

Location: 1st Floor, Admin Block

Name	Designation & Email	Extension
Dr. Ayesha Noor	Incharge QEC dr.ayesha@szabist-isb.edu.pk	Ext # 463
Ms. Anam Amjad	Assistant Manager anam.amjad@szabist-isb.edu.pk	Ext # 458
Ms. Muhammd Usman Hassan	Officer QEC usman.hassan@szabist-isb.edu.pk	Ext # 507

Timings

9:00 am - 6:30 pm (Monday - Saturday)



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
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) (First Registration) Social Sciences
Thesis / Dissertation Form (MS) (Continuing Registration) Social Sciences
MBA Research Project Proposal Form
MBA Thesis RP Approval Form
BBA Thesis Proposal Form
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

ANNEXURE-B

List of Registration Charges, Fines, and Penalties

Registration Charges/Fines/Penalties	Amount (Rs)*
Provisional Transcript	1,000
Duplicate degree	13,000
Duplicate degree (urgent)	14,000
Duplicate final transcript	3,000
Revised Final Transcript and Degree	14,500
Degree and Convocation Fee	20,000*
Laser Black Printing per page	5
Laser Color Printing with graphics per page	20
Laser Color Printing without graphics per page	15
	5% till end of 2nd week
	5% + 1000 3rd week till end of 8th week
	5% + 2000 9th week only
Cheque return charges	1,000
Late registration	1,500
Absence in Forums/Video conferencing/IS Advisor Meetings	1,500
Late arrivals at Forums/Video conferencing	500
Late book return (per day)	50
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
Comprehensive exam fee (per attempt)	1,000
Inter-campus Off-line examination fee	5,000
Inter-campus On-line examination fee	5,000
Exam Re-take Fee (For each paper of Mid Term & Final)	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. (Rs. 20,000 Includes Rs.6,500 Gown security)

** (Including RS. 10,000/- security)

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. 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 Parks.

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. Khansa Zaman	Focal Person ORIC dr.khansa@szabist-isb.edu.pk	Ext # 524
Dr. Mobeen Ur Rehman	Secretary Research Committee mobeen.rehman@szabist-isb.edu.pk	Ext # 469

We Just Don't Work Hard
We Work Smart



*We celebrate
Diversity*

**WE CELEBRATE
DIVERSITY**

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

99 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