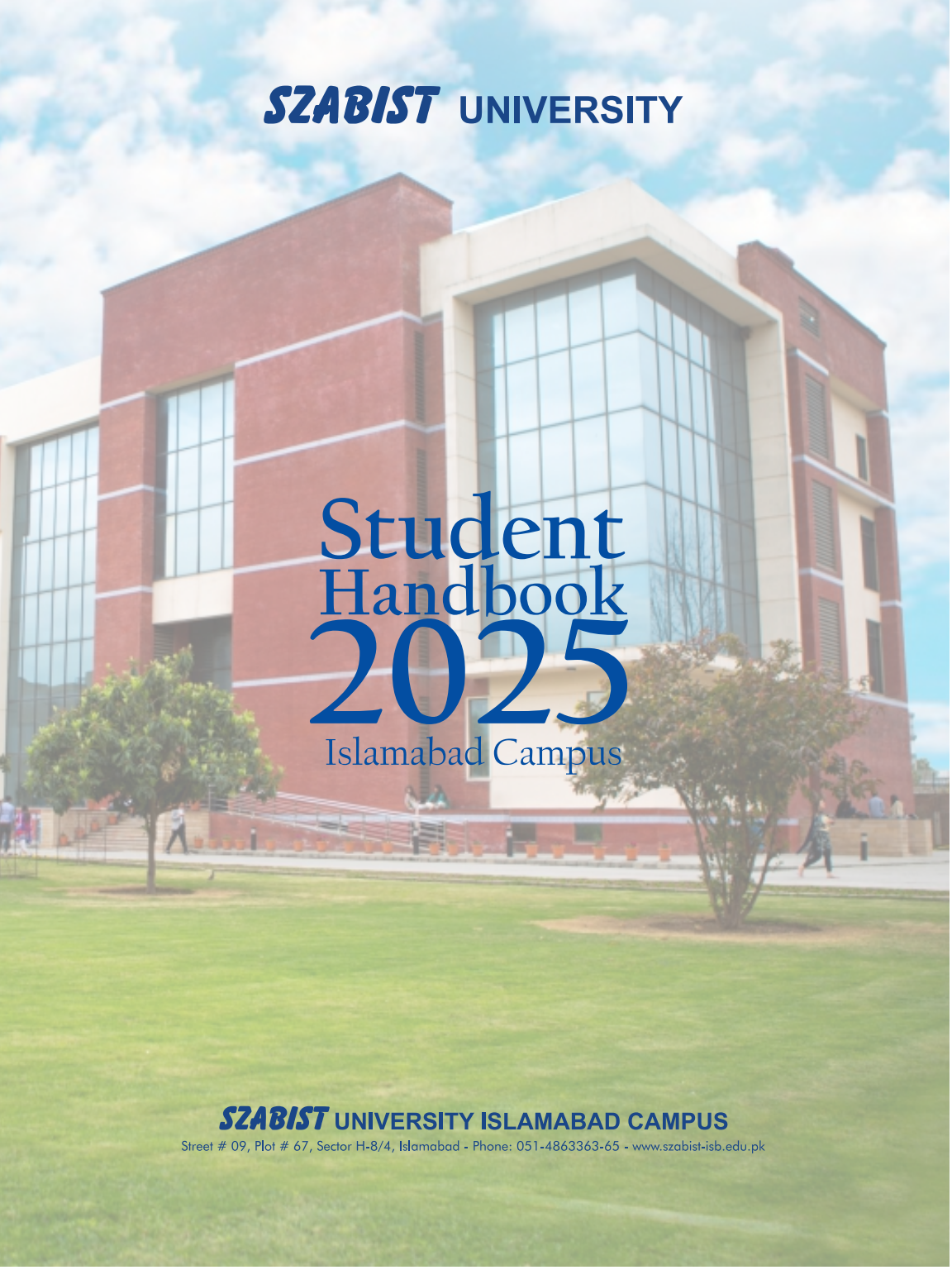
SZABIST UNIVERSITY
Islamabad Campus

Student HANDBOOK 2025-2026




WE CELEBRATE
DIVERSITY

SZABIST UNIVERSITY



Student Handbook 2025

Islamabad Campus

SZABIST UNIVERSITY ISLAMABAD CAMPUS

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)
Welcome Message by Head of Student Support Services (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 10

1.2. Rules Governing Payment of Fees 12

1.3. Rules Governing Attendance 13

1.4. Rules Governing Withdrawal from Courses 14

1.5. Rules Governing Grading 16

1.6. Rules Governing Examinations 18

1.7. Rules Governing Research Project, IRS, Thesis and Dissertation 25

1.8. Rules Governing Academic Integrity, Plagiarism and Similarity Index 26

1.9. Rules Governing Transfer 27

1.10. Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Re-admission 30

1.11. Rules Governing Provisional Transcript, Final Transcript & Degree Completion 34

1.12. Rules Governing Convocation Medals & Chancellor's Honors Roll 37

1.13. Review and Revision of Academic Policies 39

1.14. Guidelines for Usage of Social Media For Students, Faculty and Staff 40

CONTENTS

2. STUDENT FACILITATION

2.1. Rules Governing Libraries 43

2.2. Rules Governing Computer Labs 45

2.3. Rules Governing Media Cage, Studio, Sound and Media Labs, and iMac Suite 49

2.4. Radio Rules ZAB-FM 106.6 51

2.5. Rules Governing Financial Assistance 54

2.6. Rules Governing Student Career Services & Alumni Relation 56

2.7. Rules Governing Student Activities and Associations 58

2.8. Rules Governing Students Code of Conduct 61

2.9. Wellness Clinic 68

2.10. Other Facilities: Photocopy & Printing Shop, Cafeteria and Car Parking 69

3.0. Institutional Research Quality Enhancement Cell 70

Annexure-A: List of Forms 72

Annexure-B: List of Registration Charges, Fines, and Penalties 74

Annexure-C: Office of Research, Innovation and Commercialization (ORIC) 75

WELCOME MESSAGE BY THE CHANCELLOR



Based on the vision articulated by Shaheed Zulfikar Ali Bhutto of a self-reliant Pakistan, SZABIST University 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 University 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, Public Health, Biosciences and Education Leadership Management.

Taking forward the mission of our Founding Chancellor, Shaheed Mohtarma Benazir Bhutto, SZABIST University 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 University is also rated as an "Outstanding" institution by the Charter Inspection and Evaluation Committee (CIEC), Government of Sindh.

SZABIST University offers a nurturing environment where students can advance not only their capabilities and strengths to achieve their educational, professional and personal aspirations but also develop their interests and engage in a range of exciting co-curricular activities by joining clubs and societies.

This Handbook is designed to help you, the students, to familiarize you with SZABIST University'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 University and I welcome you on a journey enriched with learning and discovery.

Dr. Azra Fazal Pechuho
Chancellor
SZABIST University

WELCOME MESSAGE BY THE PRESIDENT



It gives me immense pleasure to welcome you to the Shaheed Zulfikar Ali Bhutto Institute of Science and Technology University. Over the past many years SZABIST University has made remarkable progress in strengthening our market reputation nationally and internationally. This is evident from the increased enrollment in our six campuses (Karachi, Larkana, Hyderabad, Islamabad, Gharo and Dubai), expansion in the academic programs and high quality credentials. The recent addition of our Gharo Campus has extended our outreach to several districts in lower Sindh.

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

SZABIST University maintains a high standard of education; we place a priority on highly qualified faculty and professionals who provide a rigorous, conducive and supportive learning environment. In addition to a wide spectrum of disciplines, exciting opportunities for co-curricular activities are also available. Student Societies organize a range of sports, arts, music, debate, drama and other activities. Guest speaker sessions, workshops and networking with our Alumni and renowned companies for assistance in job placements are also part of a student's life at SZABIST University.

Education at our University 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.

A warm welcome all our students to Academic year 2025-26 at SZABIST University.

Shahnaz Wazir Ali
President
SZABIST University

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 University 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 University call our students our "Products" not our "customers" as we run our institution professionally not 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 Faculty, 90% of graduates manage to get jobs within the first three months of their graduations.

SZABIST University now has six campuses in Karachi, Islamabad, Larkana, Hyderabad, Gharo and Dubai. 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 University 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.

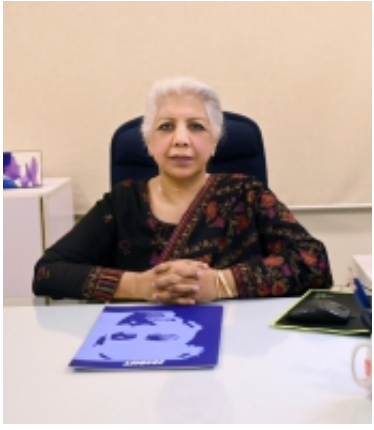
Finally, I thank all the newcomers for choosing SZABIST University for their academic pursuits and wish them a happy stay during the entire period of their course of studies. I expect, as SZABISTian, you will show a high level of maturity through your conduct and actions.

Prof. Dr. Mohammad Altaf Mukati

Vice President (Academics)

SZABIST University

WELCOME MESSAGE BY THE VICE PRESIDENT DEVELOPMENT & FINANCE



Dear Students,

Welcome to SZABIST University! We are thrilled to have you join our vibrant and dynamic community. As you embark on this exciting journey, know that you are now part of a special family dedicated to your growth and success.

At SZABIST University, we believe in nurturing highly qualified professionals who can meet the demands ofboth national and global landscapes. Our community is built on collaboration, enthusiasm, and mutual support. You will find that our students are not just colleagues but friends who care deeply about each other's success. Our alumni, who excel in national and multinational organizations, are eager to provide the networks and support you need to thrive.

Our Student Support Services offer a wide range of co-curricular activities throughout the year, ensuring that your university experience is both enriching and enjoyable. Our faculty, comprised of talented educators, researchers, and scholars, are passionate about their work and committed to your academic and personal growth. They are always accessible and ready to guide you.

Our dedicated staff members work tirelessly to provide the support you need, always open to your ideas and feedback to make your experience better. We are here to listen and adapt to your needs. SZABIST University is committed to preparing you for leadership roles by equipping you with the knowledge and skills necessary for success. We also emphasize the importance of ethics and values, treating everyone with courtesy, dignity and respect.

We are excited to see the incredible things you will achieve during your time here. Embrace the challenges, seize the opportunities, and make the most of your university experience.

Welcome to SZABIST University! We wish you a rewarding and unforgettable journey.

Sincerely,

Nasreen Haque
Vice President (Development And Finance)
SZABIST University

WELCOME MESSAGE BY THE VICE PRESIDENT ADMINISTRATION



I am delighted to welcome you to Shaheed Zulfikar Ali Bhutto Institute of Science and Technology. At SZABIST University, 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 University to grow into an exceptionally well established Institution.

SZABIST University 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 University, 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 2025 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 University.

Imtiaz Kazi
Vice President Administration
SZABIST University

WELCOME MESSAGE BY HEAD OF CAMPUS



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

SZABIST University 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 cos bespeaks our values. Such a visionary approach affords SZABIST University 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 University. We hope that as part of SZABIST University community you will find your stay here self-fulfilling and productive.

Khusro Pervaiz Khan
Head of Campus
SZABIST University
Islamabad Campus

WELCOME MESSAGE BY HEAD OF STUDENT SUPPORT SERVICES



Dear Students,

Welcome to your journey at SZABIST Islamabad, where we are committed to nurturing not just your academic growth, but also your personal development. Here, we strive to create an environment that helps you evolve into a well-rounded individual, equipped to face the challenges of the future with confidence.

At SZABIST, education goes beyond the classroom. Our rigorous academic programs are designed to challenge you intellectually, while our vibrant extracurricular activities ensure that you grow in all dimensions of life. We believe in the holistic development of our students, fostering creativity, leadership, and resilience alongside academic excellence.

We are proud of our student-friendly culture that encourages open communication, collaboration, and mutual respect. While we maintain a relaxed and supportive atmosphere, we also emphasize the importance of upholding the university's decorum and academic standards.

As part of our commitment to your well-being, SZABIST Islamabad offers a range of counseling services. Whether you need academic guidance, psychological support, career advice, or financial counseling, our dedicated teams are here to assist you. We are also a no-smoking campus, reflecting our dedication to maintaining a healthy and positive environment for everyone.

We look forward to seeing you thrive and succeed during your time here. Together, let's make the most of this exciting journey!

Dr. Ahmed Ali Qureshi
Head of Student Support Services
SZABIST University
Islamabad Campus

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 University website - www.szabist-isb.edu.pk. While going through the Student Handbook 2025, 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 University. 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 6.

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

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

SZABIST UNIVERSITY LOCATION MAP
(ISLAMABAD CAMPUS)



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 Science in Accounting & Finance
BS (Business Analytics)	- Bachelor of Sciences in Business Analytics
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 Sciences
BS (Social Sciences)	- Bachelor of Sciences in Social Sciences
BS (Psychology)	- Bachelor of Sciences in Psychology
CGPA	- Cumulative Grade Point Average
DC	- Doctoral Committee
DC Case	- Disciplinary Committee Case
SCS & AR	- Student Career Services & Alumni Relation
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 (Business Analytics)	- Master of Sciences in Business Analytics
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 Adviser
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 University 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 University students are strongly encouraged to regularly check the bulletin boards, SZABIST University website, and ZABDESK for important announcements. 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 University students are strongly encouraged to regularly check the bulletin boards, SZABIST University 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
SCS & AR	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 Computing and Engineering Sciences



Dr. Muhammad Usman
Professor/Associate Dean / Program Manager PhD (Computing)
dr.usman@szabist-isb.edu.pk



Dr. Muhammad Imran
Associate Professor
Head of Department (Computer Sciences) & (Robotics & Artificial Intelligence)
Program Manager (MS-Data Sciences)
dr.imran@szabist-isb.edu.pk



Dr. Danish Mehmood
Associate Professor / Program Manager MSCS/MS (Cyber Security)
dr.danish@szabist-isb.edu.pk



Dr. Shahzad Latif
Associate Professor / Program Manager BS (CS) (Semester 1st - 4th)
dr.shahzad@szabist-isb.edu.pk



Mr. Muhammad Qasim
Senior Lecturer / Program Manager BS (CS) (Semester 5th - 8th)
muhammad.qasim@szabist-isb.edu.pk



Mr. Muhammad Usman Ali
Senior Lecturer / Program Manger BS (SE) (Semester 1st - 4th)
usman.ali@szabist-isb.edu.pk



Mr. Babar Jehangir
Senior Lecturer / Program Manager BS (SE) (Semester 5th - 8th)
babar.jehangir@szabist-isb.edu.pk



Mr. Aizaz Raziq
Lecturer / Program Manager BS (AI) (Semester 1st - 4th)
aizaz.raziq@szabist-isb.edu.pk



Mr. Saad Irfan Khan
Lecturer / Program Manager BS (AI) (Semester 5th - 8th)
saad.khan@szabist-isb.edu.pk

Faculty of Management Sciences



Dr. Muhammad Asif Khan
Professor / Associate Dean / PhD (Management Sciences)
dr.asif@szabist-isb.edu.pk



Dr. Shazia Akhtar
Professor / Head of Department / Program Manager MBA
dr.shazia@szabist-isb.edu.pk



Dr. Ahmed Ali Qureshi
Assistant Professor/ Program Manager-BS (Business Analytics) & MS (Business Analytics) Head of Student Support Services
ahmed@szabist-isb.edu.pk



Dr. Muhammad Faisal
Assistant Professor/ Program Manager-MS (Management Science)
dr.faisal@szabist-isb.edu.pk



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



Dr. Fuwad Bashir
Associate Professor / Program Manager MPM
dr.fuwad@szabist-isb.edu.pk



Dr. Muhammad Shafiq
Assistant Professor / Program Manager EMBA, PMBA, & MHRM
dr.shafiq@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@szaabist-isb.edu.pk

Faculty of Education & Social Sciences



Dr. Taraq Waheed
Assistant Professor / Head of Department (Social Sciences)
taraq.waheed@szabist-isb.edu.pk



Dr. Abdur Rashid
Assistant Professor/ Program Manager-PhD (Psychology)
dr.rashid@szabist-isb.edu.pk



Dr. M. Abo Ul Hassan Rashid
Assistant Professor / Program Manager MS (SS) & MS (Sociology)
hassan.rashid@szabist-isb.edu.pk



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



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



Ms. Sana Mukhtar
Senior Lecturer / Program Manager BS (SS) & BS (Psychology)
sana@szabist-isb.edu.pk

Faculty of Media Sciences



Dr. Wajid Zulqarnain
Associate Professor / Head of Department - Media Sciences
Program Manager (Master of Media Sciences)
dr.wajid@szabist-isb.edu.pk



Dr. Naveed Ullah Hashmi
Assistant Professor
Program Manager (Bachelor of Media Sciences)
naveed.hashmi@szabist-isb.edu.pk

Student Advisor (Location: First Floor, Admin Block)

Name	Designation & Email	Extension
Dr. Zeeshan Hamid	Lecturer / Student Advisor zeeshan.hamid@szabist-isb.edu.pk	Ext # 460

Psychologist (Location: 2nd Floor, Admin Block)

Name	Designation & Email	Extension
Dr. Abdur Rahid	Assistant Professor/Psychologist dr.rashid@szabist-isb.edu.pk	Ext # 538
Dr. Syeda Razia Bukhari	Assistant Professor/Psychologist dr.razia@szabist-isb.edu.pk	Ext # 468

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

Name	Designation & Email	Extension
Mr. Muhammad Aqeel Ahmed	Program Support Officer (Management Sciences) aqeel.ahmed@szabist-isb.edu.pk	Ext # 328
Mr. Syed Haris Azam	Program Support Officer (Computer Sciences) haris.azam@szabist-isb.edu.pk	Ext # 328
Mr. Muhammad Abdullah Younus	Program Support Officer (Media Sciences) abdullah.younus@szabist-isb.edu.pk	Ext # 328
Ms. Khajida Khawaja	Program Support Officer (Social Sciences) khajida.khawaja@szabist-isb.edu.pk	Ext # 328



Student Support Services

For more than a two decades SZABIST University Islamabad 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 2014, 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 campus.

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 vibrant 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 University and universities across the country realize the objectives of our core areas of focus, and nationally as well.

The Student Support Office works in conjunction with the following offices

Name	Designation & Email	Extension
Dr. Ahmed Ali Qureshi	Head of Student Support Services ahmed@szabist-isb.edu.pk	Ext # 422
Mr. Nasir Ateeq	Secretary AC Head nasir@szabist-isb.edu.pk	Ext # 462
Dr. Khansa Zaman	Manager External Relations and Financial Assistance (ERFA) dr.khansa@szabist-isb.edu.pk	Ext # 524
Ms. Amber Gillani	Focal Person-Wellness Clinic amber.gillani@szabist-isb.edu.pk	Ext # 447
Dr. Zeeshan Hamid	Student Advisor zeeshan.hamid@szabist-isb.edu.pk	Ext # 460
Mr. Muhammad Mumtaz	Manager Student Career Services & Alumni Relation muhammad.mumtaz@szabist-isb.edu.pk	Ext # 423
Ms. Maria Rafique	Physiological Counselor-Wellness Clinic maria.rafique@szabist-isb.edu.pk	Ext # 516
Ms. Fatima Bashir	Assistant Officer (Student Affairs) fatima.bashir@szabist-isb.edu.pk	Ext # 562

CORE VALUES OF SZABIST UNIVERSITY



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 onCOVID-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



1.1. RULES GOVERNING REGISTRATION AND CLASSES

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

Import ant:

As soon as students receive their registration number, they are required to:

- Register online for courses through ZABDESK at https://zabdesk.szabist-isb.edu.pk/

1.1.1. Registration Process

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

a. Students must register through ZabDESK, the automated SZABIST University Online Registration System. For further assistance, contact Academic Support Office (ASO).

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

c. Students not registered will not be allowed to attend classes. No registration will be allowed two weeks after classes begin.

d. For continuing undergraduate students, only students with a CGPA of 3.00 will be allowed to enroll in one additional course, which has to be approved by the Program Manager.

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

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

1.1.2. Scheduling of Classes

a. 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.

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

c. Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins on the first Monday of September, and Spring semester commence on first Monday of February. Summer Session is 8-week long and is not a regular semester.

d. Classes scheduled for all courses of undergraduate and postgraduate programs are held for 3 hours a week with a 10-minute break.

e. 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.

f. 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.office@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
Dr. Muhammad Usman	Assistant Controller Academics usman@szabist-isb.edu.pk	Ext # 218
Mr. Mohsin Shahzad	Assistant Controller Academics mohsin@szabist-isb.edu.pk	Ext # 105
Mr. Muhammad Sohail Shafiq	Officer Academics sohail.shafiq@szabist-isb.edu.pk	Ext # 218
Mr. Muneeb-Ur-Rehman	Assistant Officer Academics muneeb@szabist-isb.edu.pk	Ext # 218
Mr. Farooq Sheikh	Assistant Officer Academics farooq.sheikh@szabist-isb.edu.pk	Ext # 218
Syed Turrab Haider Bukhari	Graudate Support Officer turrab.haider@szabist-isb.edu.pk	Ext # 105
Mr. Muhammad Rafiq Abbas	Assistant Academics muhammad.rafiq@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

Announcement of Fees	Deadline for tuition fee payment is announced by the Finance Office before the semester starts.
Requirement for Registration	Course registration is only allowed after full payment of tuition fees on or before the deadline.
Payment Methods	1. Cash/OTC payment at Allied Bank Limited branches using a fee voucher/challan generated from ZABDesk. Bank will not accept payment without the voucher/challan. 2. Online payment through students' ZABDesk account only.
Late Fee Policy	Late payment incurs a surcharge as per Annex-B.
Non-payment Consequences	If fees are unpaid by the deadline, ZABDesk will be blocked, restricting access to classes or information.
Other Notes	Only ZABDesk online fee payment is accepted for online transactions.

Finance

Contact : finance.office@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 Saleem	Officer Accounts adil.saleem@szabist-isb.edu.pk	Ext # 415
Mr. Tanveer Akhtar	Assistant Finance tanveer@szabist-isb.edu.pk	Ext # 414

Timings

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

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 University. 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 University has formulated the following fee refund policy:

- **I.** There will be no refund of admission fee. However, 100% security deposit will be refunded in all the cases.
- **ii.** Within the first week (7 days) of the start of semester 100% tuition fee will be refunded.
- **iii.** From day 8 to day 15 (second week) of the semester 50% tuition fee will be refunded.
- **iv.** 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:

- **I.** The request for withdrawal has to be made prior to the 12th session through ZABDESK'S Online Course Withdrawal option.
- **ii.** Once the withdrawal request is submitted before the 12th session, it will be approved by ASO, Program Manager, and Records Department.
- **iii.** The student must check the portal to see whether withdrawal request has been online effectively processed.
- **iv.** In case the online withdrawal request is not processed, the student is required to contact ASO for processing the withdrawl.

b. Withdrawal request cannot be allowed in any case of academic dishonesty.

c. Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.

d. In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.

1.4.3. Refund Procedure for Withdrawal and Cancellation of Course Registration

Course Withdrawal and Refund Policy

a. In case of 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 2/1.5 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:

Classroom based Tests (optional)	15% -20 %
Midterm Examination	15% -30 %
Assignments	5% -10 %
Quizzes	5% -10 %
Term Paper, Project and Presentation	10% -15 %
Final Examination	35% -40 %

Depending on the course content, a deviation of 10 percent is permissible at faculty's discretion. Thesis policies may 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 University:

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 examination are conducted at SZABIST University during a semester for each course i.e. Midterm Examination and Final Term Examination.

b. Midterm Examination is administered in the midterm exam week i.e. 8th week of the semester for all programs. The duration of Midterm Examination is of 1.5 hours.

c. Final Term Examination of all programs is conducted in the 17th and 18th week of each semester. Final Examination is of 2.5 hours duration.

d. Depending on the requirement, exams could be a combination of written and practical questions.

e. During the exam week(s) all classes are suspended.

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

1.6.2. Admit Card

It is mandatory for all students to bring their verified SZABIST Admit card in all their final exams every semester.

Procedure to obtain / verify admit card.

a. Each semester the Academic department would generate an SMS/E-mail to inform the students about the dates for the verification of admit card. This information will also be posted on SZABIST University notice boards as well as on student ZABDESK.

b. Students would be required to take a print out of the admit card with their picture on it (visible on their ZABDESK) and get the same verified and stamped from the Academic and Examination department by showing their valid SZABIST University ID card.

c. Last date of verification of admit card would also be communicated to the students via SMS and E-mail by the Academic department.

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

Duplicate admit card.

a. If any student misplaces the admit card 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 the Academic department.

b. A sum of Rupees 1000/- will be charged for every duplicate admit card issuance. The fee is subject to change by the management any time.

Late admit card verification fee.

a. A certain amount is charged as late admit card verification fee in case if any student is unable to verify his/her admit card within the prescribed date announced by the Academic department.

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

1.6.3. Code of Conduct during Examination

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

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

c. Students are strictly advised not to bring cell phones/smart watches and/or any kind of electronic devices in the examination hall except for a simple calculator (if allowed).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/invigilating staff.

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

f. Examinees should sit in the rows allocated for the particular paper. Examination Controller/invigilating staff may relocate the students if he/she deems fit.

g. Departure from the examination hall will only be permitted after 45 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.

h. Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be penalized as per the ToRs of Unfair Means Cases Committee.

Use of Unfair Means include but not limited to the following:

i. Any written or oral communication between two or more students during examination which may include:
  - **a.** Oral Communication with a student for receiving/ giving information.
  - **b.** Giving / receiving assistance / copying from another candidate'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 of information that falls in the category of "Unfair Means".

ii. Copying the contents 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 form which can be used for cheating. This is not necessary that the student is caught using such material and merely holding such material during 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 Invigilator .

vii. Leaving the examination hall without handing over the answer script & question paper to the invigilator

viii. Leaving the examination hall without the permission of invigilator

ix. Leaving the examination hall for a long period of time without proper justification

x. Not following the instructions of 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 Cases Committee.

xiii Using abusive or obscene language in the answer script.

xiv. Possessing any kind of weapon in or around 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 answers 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."

The decision of the Unfair Means Cases Committee shall be final and binding for all the parties.



a. Once the exam time has ended, the examiner will announce “all pens down”. At that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 05 marks deducted from his/her paper.

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

c. Final Examination copies will not be shown to the students however students can request for re-checking or recounting of his / her final exam copy for which the procedure is mentioned below in the section titled scrutiny of final exam papers. Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZABDESK.

d. 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/HoD.

e. 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 of prevailing / ongoing semester. Scrutiny forms for recounting / re-checking are available at reception desk/website for students. Students intending to get his / her final exam paper(s) re-counted or re-checked shall fill up the scrutiny form and pay the required fee and get it signed by the finance department and submit both the scrutiny form as well as the payment receipt to the examination department. In case where the student's claim is found correct the amount paid by the student for recounting/re-checking will be refunded to him/her.

1.6.5. Examination Retake (Deferral)

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

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

ii. **Death in immediate family**: Death certificate/obituary note is required or any other such document which may serve the purpose.

iii. **In case of forced majeure** i.e., any unforeseen circumstances, the student may be allowed to appear in retake only in special circumstances where the authority deems that the student was unable to take the exam due to unavoidable circumstances the approval in this case will be given by the V.P. academics/Head of Campus upon the recommendation of the Registrar/Head of Department. In all such cases the student is required to produce any other document / evidence as asked by the examination department wherever the department deems it necessary.

iv. **Hajj:** Copy of passport and ticket is required.

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 an 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(application) given by the relevant Program Manager.

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

NOTE: Students must apply for the retake exam within two weeks after the end of the relevant exam week, after which no such request/ application, shall be entertained by the examination department.

1.6.6. Off-Campus Examinations

a. For all programs, examinations can be conducted at other campuses for which a special request form must be submitted, along with a fee of rupees 5000/- (per exam) for this service.

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

c. Fees (if any) relating to Off-Campus Examination are to be paid by the student. Examination Department in consultation with the relevant Head of department and V.P. Academics/Head of Campus will be responsible to facilitate the students interested in Off-Campus Examinations.

d. SZABIST University also offers an Off site exam facility for which a certain fee is charged.

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, the relevant faculty member is to complete and submit "Change of Grade / marks" form with the reason for change and required documentation within 05 working days after close of semester ZABDESK to Examinations.

1.6.8. Comprehensive Examination (for PhD Programs)

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

b. Completion of course work with minimum 3.00 CGPA is the necessary requirement to take comprehensive examination.

c. All eligible students for the examination must register for the comprehensive exam by filling out a registration form after the announcement of Registration by examination department.

d. The registration form is available at the reception desk and website. No forms will be accepted by the examination department after the last date of registration.

e. The Comprehensive Examination rules and format are subject to change by the SZABIST University Doctoral Committee/BASR without prior notice, and will be binding on all continuing and new students.

f. Minimum two attempts are allowed to clear Comprehensive Examination.

g. The students are required to clear their comprehensive exam within two years from date of their admission/registration in the Phd program.

Examination Office

Location: Second Floor, Academic Block

Contact : exams.office@szabist-isb.edu.pk

Name	Designation & Email	Extension
Mr. Muhammad Humayun	Controller Examination humayun@szabist-isb.edu.pk	Ext # 215
Mr. Adeel Hussain	Officer Examination adeel.hussain@szabist-isb.edu.pk	Ext # 114
Mr. Sami ur Rehman	Assistant Officer Examination sami.rehman@szabist-isb.edu.pk	Ext # 114
Mr. Moin Khan	Assistant Examination moin.khan@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

a. After registration through ZABDESK, all students are required to select an advisor/research supervisor from the list of approved advisors/research supervisors for their respective program, submit the necessary forms and documentation as in specified in prescribed format. The selection of the Advisor / Research Supervisor shall be done 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 University 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 University has a very strong culture of academic integrity. The following is termed as Academic Dishonesty:

- **i.** Use of online software(s) to solve complex mathematical, statistical, or design-related problems.
- **ii.** 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.
- **iii.** Misappropriation of research material.
- **iv.** Use of surrogates, substitutes, ghost writers stand-ins, or their services to do and/or prepare work that is submitted as one's own.
- **v.** Use of previously submitted papers or work written by other student(s) or individual(s) as one's own.
- **vi.** Any unauthorized access to an instructor's file, computer account or data or SZABIST intranet/internet services including SZABIST Universty website/ZABDESK.

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

1.8.2. Plagiarism

SZABIST University 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 University 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 including AI.

1.9. RULES GOVERNING TRANSFER

1.9.1. Transfer between SZABIST University Campuses

Transfer is allowed between SZABIST University 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 University 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 University

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

ii. Meeting the eligibility criteria for Admission for the program in which Admission is sought. Qualifying as per criteria for admission into the new program, including taking of test and interview as applicable.

iii. Clearance of all outstanding dues for the original program, with submission of the "Security Deposit Refund" form (available at the Reception Desk).

iv. Payment of fee including admission fee as applicable for the new program.
v. Admission fee will be charged from students transferring voluntarily between degree programs.
vi. 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.

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

A. Bachelors and Masters Programs

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:

i. 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.
ii. Maximum credits that can be transferred are 50% of degree requirement, which may be lower for certain degrees.
iii. The transferring student is required to fill the "Course Transfer" form (available at Reception Desk) in consultation with the relevant Program Manager and submit it (with required documentation) to the Admissions Office.

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

B. MS Course Transfer

i. In case of readmission after self-withdrawal, maximum 50% of course work may be transferred which was done within the last two years from the date of re-admission subject to fulfilling minimum GPA and other requirements. The same policy is applicable to external students coming from other universities.
ii. Maximum 2 Certificate Courses may be transferred which were done within the last two years from the date of admission subject to fulfilling minimum GPA and other requirements. The policy is applicable to SZABIST University students as well as to external students coming from other universities.
iii. Minimum GPA requirement for courses that can be transferred is 2.75 (B-) for SZABIST University students. For external students, those grades are transferable which on numerical scales are 80% or higher.
iv. GAT General must be cleared at the time of readmission after self-withdrawal.

v Thesis, IRS, or any other research work will NOT be transferred. vi. These conditions are also applicable to Transfers between the Programs within SZABIST University.

vi. The course transfer policy between the campuses of SZABIST University shall remain unchanged as mentioned in the Student's Handbook.

PhD Program

i. In case of readmission after self-withdrawal, maximum 50% of course work may be transferred which was done within the last one year from the date of re-admission subject to fulfilling minimum GPA and other requirements. The same policy is applicable to external students coming from other universities.

ii. Maximum 2 Certificate Courses may be transferred which were done within the last one year from the date of admission subject to fulfilling minimum GPA and other requirements. The policy is applicable to SZABIST University students as well as to external students coming from other universities.

iii. Minimum GPA requirement for courses that can be transferred is 3.00 (B) for SZABIST University students. For external students, those grades are transferable which on numerical scales are 80% or higher.

iv GAT Subject must be cleared at the time of readmission after self-withdrawal.

v Thesis, IRS, or any other research work will NOT be transferred.

Admissions

Contact : admissions.office@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 Khan	Officer Admissions maimoonah@szabist-isb.edu.pk	Ext # 421
Ms. Farheen Bibi	Assistant Officer Admissions fahreen.bibi@szabist-isb.edu.pk	Ext # 419
Mr. Muhammad Tayyab	Assistant Officer Admissions muhammad.tayyab@szabist-isb.edu.pk	Ext # 419
Mr. Waleed Shehzad	Assistant Officer 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 2025) 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 2025), 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.
Intermediate students are required to get their SSC and HSSC certificates attested by Inter Board Committee of Chairmen (IBCC).
O & A level students are required to submit equivalency certificate from IBCC.

1.10.2. Dismissal

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

1. Dismissal on Academics Through Probation

a. SZABIST University 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/forged documents etc.

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, Retaliation & Bullying**
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/grevience 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 University Campuses.

c. As per SZABIST University 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 University 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 University'.

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

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.

- **I.** Undergraduate Programs: Equivalent courses with Grade Point of 2.00 (C) & above.
- **ii.** Masters Programs: Equivalent courses with Grade Point of 2.50 (C+) and above.
- **iii.** MS Programs: Equivalent courses with Grade Point of 2.75 (B-) and above.
- **iv.** 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 University.

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 TRANSCRIPT, FINAL TRANSCRIPT & DEGREE COMPLETION

1.11.1 Provisional Transcript

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

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

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

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

1.11.2. Final Transcript

a. Final Transcript is issued only after completion of all degree requirements, and applying for Online Clearance with required mandatory documentation through ZABDESK at the Online Clearance System (OCS) as per announced schedule.

b. SZABIST University will not process Final Transcript and Degree if discrepancy is found in the educational documents provided by the student at the Online Clearance System (OCS).

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

1.11.3. Degree

Degrees are issued under the following categories, as selected by the student on the Online Clearance System (OCS).

- Regular Degree: Will be issued after the convocation
- Urgent Degree: Will be issued before the convocation along with the Final Transcript
- Degrees are issued as per the time lines of SZABIST. The institute is not responsible to follow the deadlines of any local / international institute for admission purpose.

1.11.4. Degree Completion

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

1.11.4.1. Time Duration

a. The maximum time allowed for completion of the degrees are 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.
- Ph.D Programs: Maximum 08 years from the time of admission.

1.11.4.2. Required CGPA at Degree Completion

a. Required minimum CGPA for degree completion is as under:

- Undergraduate Programs: CGPA of 2.00.
- Masters Programs: CGPA of 2.50.
- MS Programs: CGPA of 2.75.
- Ph.D 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.
- 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 mention while filling the online "Degree Claim Form". These additional course(s) are not to be reported on his/her Final Transcript.

b. Additional 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. Additional course(s) taken cannot be transferred to higher degree programs.

1.11.4.5. Majors/Specialization

a. Majors are not mentioned on Final Transcript, and Degree unless as a part of degree name.

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

c. Specialization is mentioned on the Final Transcript for certain programs, subject to the approval of Academic Council.

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 on SZABIST University 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.

1.11.6. Continuation for Higher Degrees

a. SZABIST University students completing their Bachelors Degree with 2.50 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 2.50 CGPA will have to appear in admission test and interview.

c. Those completing their Masters Degree and desiring to enroll into a Doctoral Program will have to apply at the time of admission with GAT subject with minimum 60% score.

d. It is mandatory for students to fill the "Clearance Form" and "Degree Claim Form" at the Online Clearance System (OCS) "Before" applying for Program Continuation to Higher Degree.

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

f. 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.

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

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

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

Records

Contact : records.office@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. Tasmina Perveen	Officer Records	tasmina.perveen@szabist-isb.edu.pk	Ext # 455
Mr. Faisal Nawaz	Officer Records	faisal.nawaz@szabist-isb.edu.pk	Ext # 454
Mr. Muhammd Fahad	Assistant Officer Records	muhammad.fahad@szabist-isb.edu.pk	Ext # 452
Mr. Abdul Wasiu Alias	Assistant Records	abdul.wasiu@szabist-isb.edu.pk	Ext # 452

Timings

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

Sunday Closed

1.12. RULES GOVERNING CONVOCATION MEDALS & CHANCELLOR'S HONORS ROLL

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, every year.

b. To become eligible for the Convocation, students who have completed all degree requirements must apply for online clearance through ZABDESK at the Online Clearance System (OCS) after official closing of each semester (Fall, Spring & Summer) and within the specific time-period as announced by the Records Department. Students will not be entertained after the deadline is announced.

c. It is mandatory for students to complete the online Final Transcript clearance process, which also includes uploading of relevant documents at the clearance portal.

d. Names of students applying under the category of "I Will Attend the Convocation" will be placed in the Convocation Booklet under "Degrees Conferred".

e. Names of students applying under the category of "I Will Not Attend the Convocation" will be placed in the Convocation Booklet under "Degrees in Absentia".

1.12.2. Rules for Academic Gold & Silver Medals

A student with the highest CGPA in the graduating batch of a program will be awarded Gold Medal and the student next to highest CGPA will be awarded Silver Medal, subject to the following conditions:

i. CGPA must be at least 3.20 as mentioned on the Final Transcript.

ii. The student must have completed all the degree requirements with his/her batch within the minimum specified time as mentioned in the prospectus. The gradating student must also carry the registration number of the batch he/she was admitted into.

iii. It is mandatory for students to complete the Online Final Transcript Clearance process, which also includes the submission of relevant documents at the Records Department, within the announced deadline.

iv. Certificate, External Transfer and Ph.D. graduating students are not eligible.

v. Minimum number of graduating students who apply for the Final Transcript Clearance in a program must be at least 10 for Master's Programs and 15 for Undergraduate Programs.

vi. If the student with highest CGPA does not meet any of the above conditions, the student next in line will be considered for Gold Medal subject to meeting the aforementioned conditions. The same is true for Silver Medal.

vii. Only one Gold Medal and one Silver Medal shall be awarded per academic program. However, in case of a tie in CGPA for the highest or second-highest position, the Gold or Silver Medal will be awarded to more than one student qualifying for the medal.

viii. Tentative List of Gold & Silver Medalists is released once the clearance process of all the applicants is completed. Any query / claim/objectionon Tentative List must be made via email to records department within the deadline mentioned on the Tentative List. Any claim received after the deadline will not be entertained. Final List of Gold & Silver Medalists is published after one week the Tentative List.

ix. Tentative & Final Lists are shared with all the Deans, HoDs and Program Manager. They are also uploaded on the Zabdesk, SZABIST University's Website, Facebook page of Student Career Services & Alumni Relations and also posted on notice boards of the university.

x. 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.

xi. Student found guilty by disciplinary/Anti-Harassment/Grievancecommittee 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/Anti Harassment/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 University 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.





1.14. GUIDELINES FOR USAGE OF SOCIAL MEDIA FOR STUDENTS, FACULTY AND STAFF

SZABIST University aims to protect the safety and security for all its stakeholders including students, faculty, management, staff, and alumni, on premises and online. Students, alumni, management, faculty and staff are encouraged to be legally responsible and ethically mindful while using social media, including but not limited to Facebook, Instagram, Snap Chat, TikTok, WhatsApp, Botim, LinkedIn, X (formerly known as Twitter), Threads, YouTube or any other such social networking app; and public domain blogs or discussion or information boards.

SZABIST University, aims to ensure upholding of the Constitution and Laws of Pakistan, the Charter of the University; protecting reputation of the University; safeguarding the privacy, physical and mental well-being of its community/ stakeholders; and, maintaining the employability of its students and alumni.

It is, therefore, that SZABIST University may seek removal of any derogatory, abusive, discriminatory, threatening, harassing, offensive, unlawful or defamatory content, whether posted by any person or organization.

In case of a student or an employee (staff or faculty) breaching the above, they may be subject to appropriate disciplinary action, which may be followed by penalty including but not limited to imposing fine, termination/ suspension of service to SZABIST University for a specific time or permanently, and suspension or appropriate legal action, if necessary.

As social media usage is increasing, please be mindful that your digital footprint is monitored by prospective employers, students, faculty, and any member of the SZABIST University community. For your safety, Guidelines for Usage of Social Media at SZABIST University

- Do not post, share, forward, comment, or engage on content that may be termed as derogatory, abusive, discriminatory, threatening, harassing, offensive, unlawful or defamatory to SZABIST University or any of its members, current or former.
- Likewise, no abusive, threatening or derogatory comment is to be made against any sect, ethnicity, religions, race, person, country and others.
- Do not share confidential information regarding yourself including account details, passwords, PINs, address to any person.
- Maintain a respectful tone of communication even if you may not agree with someone online. Your choice of words showcase your background, whether in person or online.

- Do not share, nor ask another person to share personal content including pictures or voice notes, which you would never want in the public domain, or to be accessed by your parents, recruiters, employers, or colleagues.
- Double check privacy settings, and activate two-factor authorization for own safety.
- Do not engage online with people you do not know.
- Do not use the logo of SZABIST University without proper approval through your Program Manager (if you are a student or alumni) or Marketing Department (if you are a faculty or staff member).
- Do not use social media during class, if not relevant to the course being taught. In case you are accessing any social media from public systems (computer labs, classrooms, library etc), you should sign out from the accounts when leaving the terminal. All academic matters are dealt through your Program Manager or Head of Department, so please discuss your issues with the relevant office, officially.
- Do not post or comment regarding any course, faculty or student online, that may be slander or gossip.

  In case you are the person being bullied, or at the receiving end of online harassment, reach out to the Student Affairs Advisor/ Program Manager/ Head of department immediately



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*** University-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 ensue a beneficial leaning environment for the student body, the following policies are to followed.

a. A student entering the library shall leave his/her personal belongings outside the library at his/her own risk.
b. All the publications including personal books must be checked when these are being taken out from library.
c. The library will not be held responsible for any act of theft or loss.
d. It is Forbidden to record with cameras or any other devices in library without permission .
e. The library staff reserves the right to withdraw or to refuse library facilities to anyone who doesn't follow library rules.
f. Complete silence is to be observed in the library.
g. Use of mobile phones in the library is not permitted. Students are required to switch off their mobile phones or put them on silent mode before entering the library.
h. Any behavior that interferes with another person's ability to use the library is prohibited, i.e., sleeping, eating, talking loudly, etc. in the library premises.
I. To ensure a quiet and peaceful study environment in the library, students can hold discussions and group studies in dedicated section of library.
j. The librarian has the final authority to cancel/suspend library privileges of those students who misbehave with library staff and who fail to respect the right of other students to use the library in a quiet and peaceful manner. The suspended students will have to surrender their library cards and will not be allowed to enter library premises for at least two weeks.
k. To instill a sense of accountability, the name of the suspended students will be displayed on the noticeboard.

2.1.2. Circulation Policies/Rules:

a. A student can borrow two books simultaneously for a period of seven days along with the facility of renewal for further seven days via email or personal visit, if not required by another user.
b. Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via librarian.office@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 University has access to HEC digital library. Students can access all the databases in the library within SZABIST's premises using http://szabist-isb.edu.pk/library
To ensure that students, at large, continue to benefit effectively from the library, students are not allowed to mark or highlight the text, or write on the library books. Upon return, books are inspected, and if a book is damaged or lost, penalty will be charged.

- In case of damage, full price of the book will be charged.
- In case of a loss, 200 percent of the price of the book will be charged.
- A late fine of Rs. 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.office@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. Sania Gulfaraz	Library Assistant sania.gulfaraz@szabist-isb.edu.pk	Ext # 402
Mr. Furqan Ahmed	Library Assistant furqan.ahmed@szabist-isb.edu.pk	Ext # 402

Timings
8:00 am - 09:30 pm (Monday - Saturday)
1:00 pm - 2:00 pm (Friday Prayer Break)
9:30 am - 5:00 pm (Sunday)



2.2. RULES GOVERNING COMPUTER LABS

SZABIST University 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. Also, to ensure the integrity of the networks, students are not allowed to install their own software programs on SZABIST University 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.

d. 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.

e. 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 University 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 University 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.

2.2.6 Lab Login & Printing

a. The students' computer login ID and credentials are sent to their personal email address.
b. Students must log in using their own computer Login ID to access computers and printing services.

c. Black and white printing facilities are available in the library for a nominal fee.
d. Please remember to log off the computer after use to prevent unauthorized access to your account, including potential misuse for printing.

2.2.7 Student official Email

a. Following the issuance of a registration number, the IT Department shall assign a unique institutional email address to the student, which will remain active for the duration of their studies at SZABIST.
b. The institutional email ID and associated login credentials are communicated to students via their registered personal email addresses.
c. Students are required to use their institutional email ID for all official communication with SZABIST University departments and faculty
d. The format of the student email ID is: [Your Registration Number]@szabist-isb.pk

2.2.8 Network Operation Center (IT HELP) Wi-Fi Technology

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

IT

Contact : it.office@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. Shahid Khan	Associate System Engineer Shahid.khan@szabist-isb.edu.pk	Ext # 234
Mr. Mohammad Arsalan Arshad	Telecom Lab Assistant arsalan@szabist-isb.edu.pk	Ext # 234

Software Wing (ZABSOLUTIONS)

Contact : zabsolutions@szabist-isb.edu.pk

Location : First Floor, Academic Block

Name	Designation & Email	Extension
Mr. Tousif Ur Rehman	Manager Zabsolutions	Ext # 202
	tousif@szabist-isb.edu.pk	
Mr. Haroon Siddique	Senior Software Engineer	Ext # 235
	haroon.siddique@szabist-isb.edu.pk	
Mr. Muhammad Abuzar	SQA Engineer	Ext # 235
	abuzar@szabist-isb.edu.pk	
Mr. Hamza Shabbir	Software Application Developer	Ext # 235
	hamza.shabbir@szabist-isb.edu.pk	
Mr. Abdullah Muzammil	Software Engineer	Ext # 235
	abdullah.muzammil@szabist-isb.edu.pk	
Mr. Nasir Hussain	Software Engineer	Ext # 235
	nasir.hussain@szabist-isb.edu.pk	

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 University 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 university, 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 UNIVERSITY -ISLAMABAD)

In April 2015, SZABIST University launched its Campus Radio station ZAB-FM 106.6. The Campus Radio Station of SZABIST University-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	Associate Professor / Head of Department Media Sciences	**Ext. 236**
Dr. Naveed Ullah Hashmi	Assistant Professor	**Ext. 236**
Ms. Amna Zareef	Senior Lecturer	**Ext. 236**
Ms. Abeerah Mehreen	Lecturer	**Ext. 508**

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 University 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 University 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. ZAB FM dr.wajid@szabist-isb.edu.pk	Ext # 236
Mr. Faisal Shahzad	Radio 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 University, 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 University -Funded Scholarships

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

2.5.2. SZABIST University Need-Based Scholarships

a. SZABIST University 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 ≤ PKR 1,500,000/-
- Assessment through a panel interview.

b. The application form for SZABIST University 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 University Merit-Based Scholarships

a. SZABIST University Merit-Based Scholarship are 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.
- Must takefull course load with assigned sections during regular semesters.
- 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

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

1. Sindh Educational Endowment Fund (SEEF) Scholarship
2. Balochistan Educational Endowment Fund (BEEF)-Fully Funded Scholarship
3. Balochistan Educational Endowment Fund (BEEF)-Partially Funded Scholarship
4. Punjab Educational Endowment Fund (PEEF) Scholarship
5. Orange Tree Foundation (OTF) Scholarship
6. USAID-funded Merit and Needs-Based Scholarship Program for Flood-Affected Students
7. HEC Scholarship for the Students of Balochistan & Erstwhile FATA
8. HEC-Indigenous PhD 5000 Fellowship Program
9. Benevolent Fund
10. MEHERGARH – A Center for Learning
11. Faisal School System
12. Qadri Associates
13. Other Community-Based Scholarships.

b. Loan Facility:

1. Ihsan Trust's Qarz-e-Hasna Facility
2. The Citizens Foundation (TCF) Financial Assistance

A request for financial assistance can be made after admission and enrollment.

The above scholarship guidelines are subject to change at any time as approved by the Academic Heads and will be applicable to all new and continuing students. The scholarship program can be withdrawn at any time, as approved by the Academic Council.

c. 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

10:00 am - 8:00 pm (Monday - Saturday)
Sunday Closed

2.6. RULES GOVERNING STUDENT CAREER SERVICES & ALUMNI RELATION

a. SZABIST University Student Career Services & Alumni Relation services as a liaison between internship for SZABIST University student, job-seeking SZABIST University 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. It 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 Counselling Workshop and Mock Interview Session

a. Student Career Services & Alumni Relation 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. Student Career Services & Alumni Relation also 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 Student Career Services & Alumni Relation.

2.6.2. Internship Placements

a. To bridge the gap between classroom and work situations, SZABIST University 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 Student Career Services & Alumni Relation.

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 within the given timeline.

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. Student Career Services & Alumni Relation 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 Student Career Services & Alumni Relation .

2.6.4. Career Fair

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

b. Companies may also interview potential candidates for job and internship opportunities. Interested student are required to register as per schedule announced by Student Career Services & Alumni Relation.

* 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 programs 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

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

2.6.7. Alumni Relations

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

b. Student Career Services & Alumni Relation hosts reunion dinner for the alumni to provide them with an opportunity for networking.

Student Career Services & Alumni Relation

Contact : edc.office@szabist-isb.edu.pk

Name	Designation & Email	Extension
Mr. Muhammad Mumtaz	Manager SCS & AR muhammad.mumtaz@szabist-isb.edu.pk	Ext # 423
Ms. Nadia Zohaib	Assistant Manager SCS & AR nadia.zohaib@szabist-isb.edu.pk	Ext # 106

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 University student a safe, clean, and healthy learning experience and environment.

2.7.1 SZABIST University Student Council

The SZABIST Student Council (SSC) since its inception has been a body of hardworking, ambitious and talented individuals who are elected under the supervision of the Election Commission of SZABIST with members of its work force also selected by means of an entrance test and screening process all on an annual basis to form the student government at the institute.

The primary purpose of the SSC is to promote general interests of its members as students for academic, disciplinary, extra-curricular or other matters relating to the affairs of the students of SZABIST. Furthermore, it acts as a parent body to its chapters in other campuses of SZABIST University namely, SSC-Hyderabad Chapter, SSC-Islamabad Chapter, SSC-Larkana Chapter and SSC-Dubai Chapter.

The SSC is an elected student body that is comprised of the Executive Branch (EB), Council of Common Interests (or Program Representatives), General Body and Societies Committee.

The Executive Branch of the SSC consists of elected members to serve as President,Vice President, General Secretary, Treasurer, Secretary Legal, Secretary Operations, Secretary Resource Mobilization, Secretary Media and Communication and Secretary Projects and Training.

Each program at SZABIST University has an elected Program Representative in the SSC. The program wise representation of students within the SSC shall be one representative for every 250 students of a program SSC and all its student associations and clubs fall under the purview of and are registered with, the Office of Student Advisory once they are formed.

To ensure that democratic norms are adhered to, every year proper elections are held for the various offices of these student societies under the supervision of Student Council/Student Advisor/SZABIST Election Commission.

2.7.2. Student Activities

a. SZABIST University Management firmly believes that to inculcate confidence, initiative, and entrepreneurial talent - which will serve SZABIST University 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 University Student Council, and also arrange regular showcase of campus student projects on Retail Management, Photography, Videography, Debates, Media Management, Artificial Intelligence, Inter University Competitions, International Conferences Services Marketing, Media Management, Event Management, Marketing Management, Corporate Social Responsibility, Community Services, Project Management, among others.

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

c. Student publications in magazines and newspapers are encouraged. Rewards per article (with SZABIST University 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 University 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 University Student Council (SSC) - an annually-elected body of young, ambitious individuals who come together to form the student body at the campus has been in existence. It is a reflection of the aforementioned values espoused by the ideology of SZABIST University.

g. Trained to stand by the principles of labor, knowledge, and integrity, the SSC membership cutting across all degree programs of the campus 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 University.

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 campus.

I. All student associations, clubs, and student societies are formed as per prescribed procedure working with and assisted by SZABIST University 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 University, Islamabad)

- CS-SE and Gaming Society
- Performing Arts, Media and Curtains Society
- Sports, Culture and Adventure Society
- Social Sciences, Drama and Debating Society
- Community Services and Social Responsibility Society
- Entrepreneurial Society
- Environment and Climate Change Society
- Society for Voluntarism
- IEEE Society
- Character Building and Literature Society
- Google Developers Student Club
- Microsoft Learn Student Ambassador Community
- ZAB LIFE Club
- Wellness and Health Clinic
- Z4S (SZABIST for Sustainability)









2.8. RULES GOVERNING STUDENT CODE OF CONDUCT

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

2.8.1. General Guidelines

a. For the sake of students' safety, The 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 University administration is not responsible for any loss or damage incurred.

b. Students' vehicle parking is at their own risk. SZABIST University 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 University employee student, or found to disrupt and disturb employee 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 University staff will lead to strict disciplinary action by SZABIST University.

We expect our students to.

a. Cooperate with SZABIST University staff and faculty to ensure smooth operations.

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 University libraries.

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

e. Give due respect to all faculty members, staff and students.

f. Show respect to 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. 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.

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 notes 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 University within and outside SZABIST University premises.
e. Students are to be in formal attire for any special occasion e.g. guest lectures, conferences, seminars,competitions, and presentations.

2.8.4. Eco Friendly Environment

Every SZABIST University 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 University community.

2.8.5. Counselling

To ensure that students are able to work to the best of their abilities SZABIST University 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 Student Career Services & Alumni Relation offers guidance through Manager / Assistant Manager Student Career Services & Alumni Relation on all matters pertaining to career choices and paths.
b. Additionally, Student Career Services & Alumni Relation 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 Mangers may recommend students to approach the in-house counselor or seek external help.

2.8.6.4 Referral to the Counselor

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

Any student of SZABIST University may approach the Counselor by email at **zeeshan.hamid@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 University Student Council (SSC) at SZABIST University. Acts as a liaison between the SSC and the management of SZABIST University.

c. Ensures that SSC and its societies' activities are held in compliance with the SSC constitution, financial and administrative procedures and SZABIST University 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. GrievanceManag ement

We at SZABIST University 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 University student has constructive feedback regarding his/her Program, campus, or SZABIST University, 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 Commitee 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 University, including offensive behavior, on SZABIST University 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 University or any visitor to the SZABIST University;

c. Behavior which brings disrepute/ defamation to SZABIST University;

d. Misuse or unauthorized use of SZABIST University premises, facilities or items of property including computers and library;

e. Intentional or reckless damage to, or defacement of, SZABIST University property or the property of members of the SZABIST University and community;

f. Acts of dishonesty including theft, fraud, deceit, or deception in relation to the SZABIST University, its student, faculty, staff.

g. Harassment of any student, faculty, staff, or any authorized visitor to the SZABIST University, 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 University premises/ events whether directed towards student, faculty, staff, or a member of the public within SZABIST University 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 University

n. Usage, possession or distribution of arms, contraband material (drugs/ alcohol), offensive literature/ hate material in SZABIST University premises/ events

o. Misrepresentation, forgery of documents, hacking, calumniating/maligning the name and reputation of SZABIST University 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.

r. Violation of socially acceptable norms related faculty, staff, student or university on social media.

2.8.10. Anti-Harassment Policy

I. Purpose:

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

II. Committee Members:

- **Dr. Shumaila Zeb,** Associate Professor
- **Dr. Ahmed Ali Qureshi,** Assistant Professor
- **Dr. Aliya Abdul Hayee,** Assistant Professor
- **Dr. Zeeshan Hamid,** Student Advisor
- **Ms. Nayyer Sultana,** Controller Academics

III. Guidelines:

a. All complaints/matters pertaining to harassment must be filed with the Office of Student Advisor (Mr. Zeeshan Hamid) 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 University employees, the final decision will be with the President/VP Admin & Finance.

2.8.11. Anti-Drug and Tobacco Abuse Policy

a. The committee under Drug and Tobacco Abuse in Higher Education Institutions Policy (2021) by Higher Education Commission Pakistan 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 University (campus, class rooms, libraries & cafeterias etc.)

b. The committee aims to facilitate SZABIST University family members by ensuring a drug free and smoke free environment at SZABIST University 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 University.

Committee Members:

• **Dr. Zeeshan Hamid**	**Student Advisor**	**Convener**
• **Ms.Nayyer Sultana**	**Controller Academics**	**Focal Person**
• **Mr. Abdul Hanan Sami**	**Senior Lecturer (SS)**	**Member**
• **Ms. Amber Gillani**	**Lecturer (SS)**	**Member**
• **Mr. Naveed Ali**	**President SSC**	**Member**

Guidelines for reporting and consultation:

a. Theidentity 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 University 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 University 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 University 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 FACILITES

2.10.1. Photocopy and Printing Shop

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

2.10.2. Cafeteria

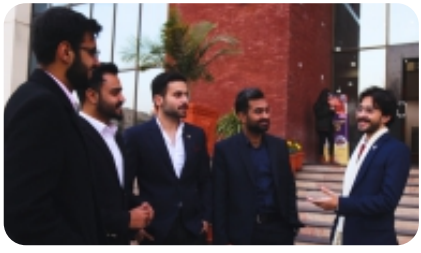
SZABIST offers spacious climate-controlled cafeteria on campus where variety of refreshments are available.

2.10.3. Car Parking Facility

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








3.0. INSTITUTIONAL RESEARCH QUALITY ENHANCEMENT CELL

1. The Quality Enhancement Cell (QEC) plays a pivotal role in promoting a culture of continuous improvement and institutional excellence at SZABIST. It supports evidence-based decision-making, strategic planning, and quality assurance across all academic and administrative domains in line with national and international standards.
2. QEC operates independently to ensure objectivity and fairness in all assessment and evaluation processes. It serves as a bridge between academic and administrative departments,fostering mutual trust, academic freedom, and transparency in quality initiatives.
3. QEC contributes to the formulation and periodic review of the university's strategic goals and implementation of the strategic plan to ensure alignment with SZABIST's mission and vision. It provides data-driven insights to support informed decision-making at all levels.
4. QEC collects, analyzes, and maintains comprehensive quantitative and qualitative data on students, faculty, staff, academic programs, and learning outcomes. This data is used to generate institutional reports submitted to the Higher Education Commission (HEC) and other regulatory bodies. QEC ensures full compliance with the requirements of HEC, accreditation bodies, and statutory authorities.
5. QEC documents the mission, objectives, and learning outcomes of all academic programs and assesses their achievement through qualitative and quantitative analysis. It prepares and submits Self-Assessment Reports (SARs) every two years in collaboration with relevant stakeholders to identify gaps and recommend improvements based on HEC's criteria.
6. Real-time online monitoring of classes is conducted to evaluate teaching effectiveness, syllabus coverage, and student engagement across campus. In addition, QEC facilitate the head office for academic processes and examination audits to uphold academic integrity and ensure fairness.
7. QEC compiles the Yearly Progress Report (YPR) to assess the academic and operational performance of each program annually. It also facilitates the Institutional Performance Evaluation (IPE) as per HEC guidelines, assessing the overall effectiveness of the university.Specialized reviews are carried out for postgraduate (MS and PhD) research programs to ensure adherence to national and international standards.
8. QEC facilitates visits by national & international accreditation bodies such as NBEAC, NCEAC, GAC, and others to secure and maintain program-level recognition. It also prepares and submits academic program data for inclusion in the Pakistan Qualification Register (PQR), ensuring formal HEC recognition and alignment with employment and further study requirements.
9. Based on the latest assessment by the Quality Assurance Agency (QAA), HEC, SZABIST's University Quality Enhancement Cell has been ranked in the highest category that is "W" category. This reflects the excellent performance of the SZABIST University QEC in the ensuring adherence to the high-quality standards of the education delivery.
10. The QEC Department would like to hear your feedback about the following by visiting the office or through email: qec@szabist-isb.edu.pk.

Students	Instructors
• 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 • Research student progress review form • Any other comments/feedback	• Faculty & Staff Survey • Availability of teaching material • Facilities / Internet/ • Administrative support Labs: • Software/Hardware/Technical support • Availity and quality of teaching instruments • Any other comments/feedback

QEC

Contact : qec@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
Mr. Rashid Jamil Satti	Manager QEC rashid.jamil@szabist-isb.edu.pk	Ext # 564
Ms. Anam Amjad	Assistant Manager QEC anam.amjad@szabist-isb.edu.pk	Ext # 458
Ms. Iqra Umer	Officer QEC iqra.umer@szabist-isb.edu.pk	Ext # 458
Ms. Memoona Hanif	Officer QEC memoona@szabist-isb.edu.pk	Ext # 507

Timings

8:00 am - 5:30 pm (Monday - Saturday)





ANNEXURE-A

List of Forms

All Forms are available at SZABIST University Islamabad website.

Academic Forms

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
Thesis / Dissertation Form (MS) (First Registration) Media Sciences
Thesis / Dissertation Form (MS) (Continuing Registration) Media 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

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 Institute) Form

Administration Forms

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

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

ERFA Forms

SZABIST University Need-Based Scholarship Form
Balochistan Educational Endowment Fund (BEEF)-Fully Funded Scholarship Form
Balochistan Educational Endowment Fund (BEEF)-Partially Funded Scholarship Form
Ihsan Trust's Qarz-e-Hasna Facility Form
SZABIST University Fee Installment Form

ANNEXURE-B

LIST OF REGISTRATION CHARGES, FINES, AND PENALTIES

Registration Charges/Fines/Penalties	Amount (Rs)*
Duplicate Admit Card Fee	1,000 per duplicate
Provisional Transcript	1,000
Duplicate degree	16,000
Duplicate degree (urgent)	17,000
Duplicate final transcript	3,000
Revised Final Transcript and Degree	17,500
Normal Degree and attend the Convocation	26,000
Urgent Degree and will attend the Convocation	31,000
Urgent (Absentia) and will not attend the Convocation	20,000
Program Continuation fee	10,000
Laser Black Printing per page	5
Laser Color Printing with graphics per page	20
Laser Color Printing without graphics per page	15
Late Fee	5% of Semester Fee balance after the deadline
	5% of Semester Fee balance + 1,000 till end of 4th week
	5% of Semester Fee balance + 2000 till end of 5th week
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
Intercampus Off-line examination fee	2,500
Intercampus 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	40,000**
Tampering with computer	1,000
Writing on desk and walls, etc.	500

Registration Charges/Fines/Penalties	Amount (Rs)*
Writing on desk and wall,etc.	500/-
SZABIST ID Card Re-issuance Charges	500/-
Late Admit card verification	500/- to 1,500/-
Course registration fee	500/- Per course
Examination fee	500/- Per course
Program contribution fee	10,000/-

*This fee is subject to change as per the decision of the Convocation Committee. (Rs. 26,000 Includes Rs.8,000 Gown security)
** (Including RS. 15,000/- 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 University. 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 University with emerging and existing firms across Pakistan and around the world. As an umbrella, ORIC is meant to work closely with the researchers and on campus Incubators & S&T Park.

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



The office of ORIC works 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 University.

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 University.

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 University 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 University, 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 University 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. M. Abo Ul Hassan Rashid	Secretary Research Committee hassan.rashid@szabist-isb.edu.pk	Ext # 522
Ms. Mahnoor Altaf	Research Associate mahnoor.altaf@szabist-isb.edu.pk	Ext # 566
Syed Abdul Hameed	Content Writer syed.hameed@szabist-isb.edu.pk	Ext # 407



We Just Don't Work Hard

We Work Smart

Our Campuses



SZABIST
Islamabad



SZABIST
Karachi



SZABIST
Larkana



SZABIST
Hyderabad



SZABIST
Dubai



SZABIST
Gharo

051-4863363-5

www.szabist-isb.edu.pk

szabist-islamabad

szabistofficial

szabist.islamabad.official

szabist.islamabad.official

szabistofficial