Student Handbook 2015
SZABIST Islamabad Campus
We Just Don't Work Hard

We Work Smart
# Table of Contents

Welcome Message by the Chancellor................................................................. 2
Welcome Message by the Acting President ................................................... 3
Welcome Message by the Vice President Administration & Finance ............. 4
Welcome Message by the Director Academics .............................................. 5
Welcome Message by Head of Campus ......................................................... 6
SZABIST Islamabad Campus Map ................................................................. 7
List of Abbreviations and Acronyms ............................................................ 8
Program Management and Communication ................................................ 9
  Program Orientation ..................................................................................... 9
  Program Management ............................................................................... 9
    Faculty of Management Sciences ............................................................ 10
    Faculty of Computer Sciences ............................................................... 12
    Faculty of Social Sciences .................................................................. 14
    Faculty of Media Sciences .................................................................. 15
  Communication ........................................................................................ 16
    Applications ......................................................................................... 16
    Student Letters .................................................................................... 16

Academic Guidelines ..................................................................................... 17

Rules Governing Registration and Classes .................................................. 18
  Registration Process ............................................................................... 18
  Scheduling of Classes ........................................................................... 18

Rules Governing Payment of Fees .............................................................. 20

Rules Governing Attendance ....................................................................... 21
  Absence Rules ....................................................................................... 21
  Leave Rules ........................................................................................... 21

Rules Governing Withdrawal from Courses ............................................... 22
  Procedure for Withdrawal from Courses ............................................... 22

Rules Governing Grading .......................................................................... 23
  General Marks Distribution ................................................................. 23
  Grading Plan ......................................................................................... 23
  Minimum Passing Grade ...................................................................... 24
  Compulsory Repeat Grade .................................................................. 24
  Required Maintenance CGPA ................................................................. 24

Rules Governing Examinations .................................................................... 25
  Examination Policy ............................................................................... 25
  Code of Conduct during Examination .................................................... 25
  Examination Retake (Deferral) ............................................................... 26
  Off-Campus Examinations .................................................................. 26
  Change of Grade ................................................................................... 27

Comprehensive Examination ..................................................................... 27
  Eligibility and Schedule ...................................................................... 27
  Registration ......................................................................................... 27
  Format/Criteria .................................................................................... 27

Rules Governing Research Project, IS, Thesis and Dissertation .................. 30
  Registration ......................................................................................... 30
  Supervisor Selection .............................................................................. 30
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions</td>
<td>30</td>
</tr>
<tr>
<td>Presentation and Defense</td>
<td>30</td>
</tr>
<tr>
<td>Additional Requirements and Communication</td>
<td>30</td>
</tr>
<tr>
<td>Rules Governing Academic Integrity, Plagiarism and Similarity Index</td>
<td>31</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>31</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>31</td>
</tr>
<tr>
<td>Similarity Index</td>
<td>31</td>
</tr>
<tr>
<td>Rules Governing Transfer</td>
<td>32</td>
</tr>
<tr>
<td>Transfer between SZABIST Campuses</td>
<td>32</td>
</tr>
<tr>
<td>Transfer between Programs within SZABIST</td>
<td>32</td>
</tr>
<tr>
<td>Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities</td>
<td>33</td>
</tr>
<tr>
<td>Rules Governing Cancellation of Provisional Admission, Probation, Dismissal &amp; Readmission</td>
<td>35</td>
</tr>
<tr>
<td>Cancellation of Provisional Admission</td>
<td>35</td>
</tr>
<tr>
<td>Dismissal</td>
<td>35</td>
</tr>
<tr>
<td>Re-admission</td>
<td>36</td>
</tr>
<tr>
<td>Readmission after Dismissal</td>
<td>36</td>
</tr>
<tr>
<td>Dismissal on Academics through Probations</td>
<td>36</td>
</tr>
<tr>
<td>Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds</td>
<td>37</td>
</tr>
<tr>
<td>Readmission after Self Withdrawal</td>
<td>37</td>
</tr>
<tr>
<td>Rules Governing Letter Grade, Transcripts, Degree Completion and Continuation for Higher Degrees</td>
<td>38</td>
</tr>
<tr>
<td>Letter Grade</td>
<td>38</td>
</tr>
<tr>
<td>Final Transcript and Pass Certificate</td>
<td>38</td>
</tr>
<tr>
<td>Degree</td>
<td>38</td>
</tr>
<tr>
<td>Degree Completion</td>
<td>38</td>
</tr>
<tr>
<td>Time Duration</td>
<td>38</td>
</tr>
<tr>
<td>Required CGPA at Degree Completion</td>
<td>39</td>
</tr>
<tr>
<td>Degree Completion Requirements</td>
<td>39</td>
</tr>
<tr>
<td>Extra Courses and Course Improvements</td>
<td>39</td>
</tr>
<tr>
<td>Majors/Specialization</td>
<td>39</td>
</tr>
<tr>
<td>Revised/Duplicate Documents</td>
<td>39</td>
</tr>
<tr>
<td>Continuation for Higher Degrees</td>
<td>40</td>
</tr>
<tr>
<td>Convocation Medals and Honors List</td>
<td>42</td>
</tr>
<tr>
<td>Convocation</td>
<td>42</td>
</tr>
<tr>
<td>Academic Gold Medal</td>
<td>42</td>
</tr>
<tr>
<td>Honors List</td>
<td>42</td>
</tr>
<tr>
<td>Review and Revision of Academic Policies</td>
<td>43</td>
</tr>
<tr>
<td>Student Facilitation</td>
<td>44</td>
</tr>
<tr>
<td>Rules Governing Libraries</td>
<td>45</td>
</tr>
<tr>
<td>General Policies/Rules</td>
<td>45</td>
</tr>
<tr>
<td>Circulation Policies/Rules</td>
<td>45</td>
</tr>
<tr>
<td>Rules Governing Computer Labs</td>
<td>48</td>
</tr>
<tr>
<td>Lab Availability</td>
<td>48</td>
</tr>
<tr>
<td>Conduct in the Lab</td>
<td>48</td>
</tr>
<tr>
<td>Login Account Policy</td>
<td>49</td>
</tr>
<tr>
<td>Workstation Reservation Policy</td>
<td>49</td>
</tr>
<tr>
<td>Workstation Usage Policy</td>
<td>49</td>
</tr>
<tr>
<td>Wi-Fi Technology</td>
<td>50</td>
</tr>
</tbody>
</table>
Rules Governing Media Cage, Media Labs and iMac Suite ............................................................ 53
Media Cage ........................................................................................................................................ 53
Media Lab & iMac Suite ..................................................................................................................... 54
Radio Rules ZAB-FM 106.6 .............................................................................................................. 55
Rules Governing Financial Assistance ............................................................................................ 58
SZABIST-Funded Scholarships ......................................................................................................... 58
SZABIST Need-Based Scholarships .................................................................................................. 58
SZABIST Merit-Based Scholarships ................................................................................................. 58
External Donor Agencies-Funded Scholarships ............................................................................... 59
Rules Governing Executive Development Center ........................................................................... 60
Student Development and Counseling Workshops ....................................................................... 60
Internship Placements ..................................................................................................................... 60
Job Placements ................................................................................................................................. 60
Career Fair .......................................................................................................................................... 61
Graduate Directory ............................................................................................................................. 62
Alumni Relations ............................................................................................................................... 62
Rules Governing Student Activities and Associations ..................................................................... 63
Student Activities .............................................................................................................................. 63
SZABIST Student Council – Islamabad .......................................................................................... 64
Rules Governing Student Code of Conduct ...................................................................................... 65
General Guidelines ............................................................................................................................ 65
Behavior ............................................................................................................................................ 65
Dress Code ......................................................................................................................................... 66
Environmental Protection .................................................................................................................. 66
Grievance Management .................................................................................................................... 66
Feedback Related to Program ............................................................................................................ 66
Conflict Resolution ........................................................................................................................... 67
Process of Disciplinary Review ....................................................................................................... 67
Anti-Harassment Policy ...................................................................................................................... 68
Other Facilities: Study Rooms and Games’ Room ............................................................................ 69
Room, Photocopy Shop, and Cafeteria ............................................................................................ 69
Study Rooms and Games’ Room ....................................................................................................... 69
Photocopy Shop ............................................................................................................................... 69
Welcome Message by the Chancellor

Based on the vision of a self-reliant Pakistan of Shaheed Zulfikar Ali Bhutto, SZABIST was established in 1996 to offer a path to continuous knowledge, research and development.

SZABIST, while keeping in mind standards of quality education and market requirements, pays special attention to the grooming of students as market leaders and offers degrees in the disciplines of Management Sciences, Computing and Engineering Sciences, Media Sciences, Social Sciences, and Biosciences.

Taking forward the efforts of our Founding Chancellor Shaheed Mohtarma Benazir Bhutto, SZABIST has come a long way and has obtained recognition as one of the best business schools in the country by the Higher Education Commission (HEC) of Pakistan and also rated as an “Outstanding” institution by the Charter Inspection and Evaluation Committee (CIEC).

SZABIST is a perfect platform where students discover their talents and strengths, and overcome weaknesses to achieve their educational, professional, and personal aspirations. This handbook is aimed at familiarizing you with the SZABIST policies and procedures in place.

I congratulate you on your wise decision to join SZABIST and welcome you on a journey enriched with learning and discovery.

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

At SZABIST, we provide students with high quality market relevance and skill-based education, enabling them to become responsible citizens and simultaneously productive members of Pakistan’s economy.

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

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

Ms. Shahnaz Wazir Ali
Acting President, SZABIST
Welcome Message by the Vice President
Administration & Finance

I am pleased to welcome you all to SZABIST, the premier institution of our country. I congratulate you on your wise decision to join SZABIST and follow the path to achieve your professional and personal dreams.

Imparting higher education for almost two decades now, SZABIST has become a multidisciplinary institution with a variety of programs catering to the academic, social, professional, and creative needs of its students.

In addition to the faculties of Management Sciences, Computer Science, Social Sciences, Media Sciences, Mechatronic Engineering, Law, and Biosciences, there are other departments in the Academics and Administration that will assist you in your academic journey.

To support the robust academic and research curriculum, we offer state-of-the-art facilities to our students and an environment conducive to learning and development. Our goal is to ensure that you have a successful session at SZABIST.

I encourage you to work hard and strive for excellence in every aspect of your academic career. The upcoming years will provide you an opportunity to discover yourself and in this journey of self-discovery, SZABIST will be your partner every step of the way.

We are proud to have you as a part of SZABIST and expect that with your character and achievements you will make SZABIST proud.

Ms. Nasreen Haque
Vice President (Administration & Finance)
SZABIST
Welcome Message by the Director Academics

Congratulations on making it to SZABIST. Your being here is a testament to your hard work and diligence because we at SZABIST select only the best. SZABIST is one of the very best institutions in Pakistan known for its rich holistic interdisciplinary education and excellence in research and teaching.

SZABIST offers you a tremendous opportunity to discover your potential as you step towards your career goals. You must now commit yourself to your education and avail this opportunity to position yourself outstandingly in your field. With highly qualified faculty and rich resources SZABIST aims to enrich your knowledge, nurture your leadership skills and enhance your innovative capabilities, while instilling confidence in you to be yourself.

The main priority of SZABIST is not only to provide you with the latest cutting edge knowledge in your selected field but also to encourage you to think critically about it; to enrich and contribute to the existing knowledge base. For this, we consider high caliber, theoretically rigorous research to be an integral part of our education at SZABIST. In addition, we at SZABIST, strongly uphold the values of integrity, honesty and tolerance of diversity and we expect our students to respect and observe these values that form the basis of a socially responsible life and good citizenship.

This Student Handbook 2015 encapsulates important guidelines as you embark upon their journey with SZABIST for a better tomorrow. I wish you a very productive, socially responsible and intellectually stimulating time at SZABIST, punctuated with profound success in the field of your choice.

Dr. Tayyaba Tamim
(PhD Cambridge UK)
Director Academics & Head Faculty of Education,
SZABIST
Welcome Message by Head of Campus

A very warm welcome from SZABIST to each and every one of our new students! We are happy to have you with us on campus. At SZABIST, we are focused on being a safe, creative, challenging, and fun place for students to grow and learn.

As effective and lifelong learning is the main objective of students, we will provide the best quality teaching and learning. Our professors and lecturers provide interesting, exciting opportunities to learn both individually and collectively. Teaching will weave in interesting ways with the latest research in the relevant areas, and students will be provided with an environment which will bring the world of study, work and the community together.

I hope that you are looking forward to the busy year ahead as much as I am, and that you will take advantage of all the activities on campus and support services available. I expect all SZABIST students to have goals that are as impressive as those set by its founder; excellence cannot be achieved without aspiration. I urge you to be bold and dream big, SZABIST will support your learning journey and personal growth so that your achievements are limited only by your ambition.

SZABIST’s motto is ‘We Just Don’t Work Hard, We Work Smart' and I encourage you to explore all that SZABIST has to offer, spend some time pursuing research interests, get involved with clubs and activities, and perform community service. I look forward to celebrating your accomplishments and those of your fellow students.

Once again, I welcome you to campus and look forward to your continuing success. I hope your time on the campus will be exciting, challenging you in new and different ways. Your academic success is our top priority - study hard and enjoy your SZABIST experience. I wish you all a very wonderful and rewarding academic path ahead.

Rashida Khatoon Malik
PhD (USA)
Head Of Campus
SZABIST, Islamabad
SZABIST Islamabad Campus Map
# List of Abbreviations and Acronyms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>Bachelor of Business Administration</td>
</tr>
<tr>
<td>BMS</td>
<td>Bachelor of Media Science</td>
</tr>
<tr>
<td>BS (Accounting &amp; Finance)</td>
<td>Bachelor of Sciences in Accounting &amp; Finance</td>
</tr>
<tr>
<td>BS (Computing Science)</td>
<td>Bachelor of Sciences in Computing</td>
</tr>
<tr>
<td>BS (Social Sciences)</td>
<td>Bachelor of Sciences in Social Sciences</td>
</tr>
<tr>
<td>CGPA</td>
<td>Cumulative Grade Point Average</td>
</tr>
<tr>
<td>EDC</td>
<td>Executive Development Center</td>
</tr>
<tr>
<td>EMBA</td>
<td>Executive Master of Business Administration</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>HEC</td>
<td>Higher Education Commission</td>
</tr>
<tr>
<td>HoD</td>
<td>Head of Department</td>
</tr>
<tr>
<td>IS</td>
<td>Independent Study</td>
</tr>
<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
</tr>
<tr>
<td>MHRM</td>
<td>Master's in Human Resource Management</td>
</tr>
<tr>
<td>MPM</td>
<td>Master in Project Management</td>
</tr>
<tr>
<td>MS (Computer Science)</td>
<td>Master of Sciences in Computer Science</td>
</tr>
<tr>
<td>MS (Development Studies)</td>
<td>Master of Sciences in Development Studies</td>
</tr>
<tr>
<td>MS (Management Sciences)</td>
<td>Master of Sciences in Management Sciences</td>
</tr>
<tr>
<td>MS (Project Management)</td>
<td>Master of Sciences in Project Management</td>
</tr>
<tr>
<td>MS (Social Sciences)</td>
<td>Master of Sciences in Social Sciences</td>
</tr>
<tr>
<td>NRC</td>
<td>National Research Conference</td>
</tr>
<tr>
<td>PA</td>
<td>Personal Assistant</td>
</tr>
<tr>
<td>PM</td>
<td>Program Manager</td>
</tr>
<tr>
<td>PMBA</td>
<td>Professional MBA</td>
</tr>
<tr>
<td>PhD</td>
<td>Doctor of Philosophy</td>
</tr>
</tbody>
</table>
Program Orientation
Program Orientation for the new students is on the weekend before academic session begins, in which presentations on academic rules and regulations, fee and scholarships, grading and assessments, and use of facilities are given by Head of Department/ Program Managers.

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

Head of Campus

Dr. R K Malik
PhD (USA)

Program Manager MS/PhD (MS)

Dr. Mehboob Ahmad
Professor
PhD-Economics (Bahauddin Zakariya University, Multan)

Program Manager MPM / MS (PM) / MBA- Day

Acting HoD (Management Sciences)

Mr. Amer Riaz Qureshi
Assistant Professor
MS - Industrial Engineering (University of Southern California, USA)

Program Manager EMBA / PMBA / MHRM / MBA- Evening

Mr. Atif Bilal
Lecturer
MS HRM (Superior University Lahore)

Program Manager BBA / BS (A&F)

Ms. Shumaila Zeb
Lecturer
MPhil-Finance (NUST, Islamabad)

Dr. Muhammad Asif Khan
Professor (MS)
PhD HRM (National University of Modern Languages, Islamabad)

Mr. Sanaullah Ansari
Assistant Professor
MS-Finance (SZABIST)
Mr. Kashif Ahmed  
*Assistant Professor / Institutional Research Officer*  
M. Sc - HRM (Brunel University, UK)  

---

Mr. Ahmed Ali Qureshi  
*Assistant Professor / Student Advisor*  
MS-MS (Muhammad Ali Jinnah University, Islamabad)  
MS-Engg. Management (Centre for Advanced Studies in Engineering (CASE), Islamabad)  

---

Ms. Faryal Razzaq  
*Assistant Professor*  
MS-Human Resource Management (COMSATS Institute of Information Technology, Islamabad)  

---

Mr. Haroon Muzaffar Waraich  
*Lecturer*  
EMBA (National University of Sciences & Technology Islamabad)
Faculty of Computer Sciences

Program Manager PhD (Computing)

Dr. Muhammad Usman
Assistant Professor
PhD-Computer & Information Sciences (Auckland University of Technology, New Zealand)

Program Manager MS (Computing)

Mr. Muhammad Nadeem Khokhar
Assistant Professor
MS-Computer Information Systems (Western International University, USA)

Program Manager BS (Computing)

Mr. Zubair Ahmed
Assistant Professor
MS-Software Engineering

Dr. Mohammad Rashid Salaria
Professor
PhD-Statistics (Moscow Institute of Economics & Statistics, Russia)
Dr M.N. Khan
Assistant Professor
Ph.D-Computer Systems Engineering (UK)

Dr. Azhar Mahmood
Assistant Professor
PhD - Computer Applied Technology (Huazhong University of Science and Technology, Wuhan P.R China)

Mr. Shahzad Latif
Assistant Professor
M.Phil-Electronics (Quaid-e-Azam University)
Faculty of Social Sciences

Program Manager MS (SS)/BS (SS)

Dr. Taraq Waheed
Assistant Professor
PhD - Political Sciences (Aligarh Muslim University)

Program Manager MS (DS)

Dr. Shamim A. Sahibzada
Assistant Professor
PhD - Economics (State University of New York, USA)

Dr. Muhammad Farooq Solangi
Professor
PhD - History (University of Sindh)

Dr. Rashida Qureshi
Assistant Professor
PhD - Sociology (Kansas State University, USA)

Mr. Wajid Hussain
Lecturer
MA English (NUML Islamabad)
Faculty of Media Sciences

Program Manager Bachelor of Media Science

Mr. Wajid Zulqarnain
Assistant Professor
M. Phil in Mass Communication (University of the Punjab, Lahore)
M.A in Development Journalism (University of the Punjab, Lahore)

Ms. Aisha Javed
Lecturer
M.A English (University of Karachi)
Communication
To remain fully informed, all SZABIST students are strongly encouraged to regularly check the Notice board, SZABIST 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, SZABIST takes the additional measure of sending SMS to students’ cell phones.

Applications
All student applications are to be emailed to the relevant Program Manager/Head of Department and/or relevant section head with proper documentation. All student applications are filed in student files, with decisions.

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Types of Letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC</td>
<td>Report/Project Reference; Internship reference letter;</td>
</tr>
<tr>
<td></td>
<td>Sponsorship letters</td>
</tr>
<tr>
<td>Admissions</td>
<td>Bona fide Student Letter; Visa Support Letter;</td>
</tr>
<tr>
<td></td>
<td>English Language as Medium of Instruction</td>
</tr>
<tr>
<td>Records</td>
<td>Migration and Degree Completion Letters;</td>
</tr>
<tr>
<td></td>
<td>Degree Verification and Attestation</td>
</tr>
<tr>
<td>Academics</td>
<td>Merit Scholarship Letter; Probation letter; Dismissal letter;</td>
</tr>
<tr>
<td></td>
<td>MS/PhD Thesis and Dissertation related letters;</td>
</tr>
<tr>
<td></td>
<td>Appreciation letters for Guest Speakers</td>
</tr>
<tr>
<td>Program Manager</td>
<td>Student Reference Letters; Character Certificate</td>
</tr>
</tbody>
</table>
Academic Guidelines
Rules Governing Registration and Classes

Students are provided a copy of the Student Handbook at the Program Orientation, which is also posted on bulletin boards and on the SZABIST website.

As soon as students receive their registration number, they are required to:
  o Register for courses online through ZabDesk.

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

  o Students must register through ZabDesk, the automated SZABIST Online Registration System. For further assistance, contact the Academic Office.
  o Registered students who have paid their fee, but have remained absent for the first four classes, will be forced to de-register from the course.
  o Students not registered will not be allowed to attend classes. No registration will be allowed two weeks after classes begin.
  o For continuing students, only students with a CGPA of 2.00 will be allowed to register in one additional course, which has to be approved by the Program Manager.
  o Student on probation will be allowed to register for only N-2 courses.
  o Students can register for maximum 02 courses 06 Credit Hours in Summer semester. Summer semester is a remedial semester.

Scheduling of Classes
  o All class schedules are given in the student admission folder during the Induction Week or at the Orientation, and are also posted on bulletin boards and on ZabDesk.
  o The ideal class size is limited to only 35-40 students, which allows the delivery of high quality education on an interactive basis.
  o Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins in September and Spring semester begins in February. The Summer Session is 8 weeks long and is not a regular semester.
  o Classes scheduled for undergraduate programs are held for 3 hours a week with a 20-minute break, except for BS-Computing, and some courses in Media Sciences programs, in which classes are held for 1.5 hours twice a week with a 10 minute break. For Master and Postgraduate level programs, classes are scheduled for 3 hours a week with a 20-minute break.
  o Classes rescheduled/cancelled are held on a weekday or the following Sunday to make up for the lost time. Classes are cancelled only with prior announcement.
Academics
Contact: ASO@szabist-isb.edu.pk

Mr. Nasir Ateeq
Controller Academics
MBA (Bahria University, Islamabad)

Mr. Muhammad Imran Tanveer
Assistant Controller Academics
MBA-HR (Preston University, Islamabad)

Mr. Muhammad Usman
Officer Academics
MBA-HRM (AIOU, Islamabad)
DHRM (SZABIST)

Mr. Mohsin Shahzad
Program Support Officer
B.Com (University of Karachi)

Timings
8:30 am - 09:30 pm (Mondays-Saturdays)
1:00 pm - 3:00 pm (Fridays Namaz Break)
9:30 am - 5:00 pm (Sundays)
Rules Governing Payment of Fees

- Current tuition fees and all dues for the previous semester are to be submitted at the beginning of the semester. Deadline to pay the tuition fees is the end of second week of classes (end of first week for summer semester).
- All tuition fees should be paid at Allied Bank Limited I-8 Markaz through cash, cheque, pay order, or demand draft during banking hours. Students are required to fill out a bank challan available at the bank and obtain a copy of it for their records.
- Fee paid after due date will entail a late surcharge per course.
- If fee is not paid by the end of fourth week of classes (two weeks for summer semester), the student will not be allowed to attend classes and appear for exams.

Finance
Contact: finance@szabist-isb.edu.pk

Mr. Amer Ali Khan
Controller Finance
MBA (Preston University)

Mr. Manzoor Hussain
Officer Finance
B.Com (Punjab University)

Mr. Adil Salim
Officer Accounts
ACCA (Foundation)
B.Com (Punjab University, Lahore)

Mr. Tanveer Akhtar
Assistant Finance
B.A (AIOU)

Timings
9:00 am - 19:00 pm (Mondays-Saturdays)
10:00 am - 17:00 pm (Sunday)
Rules Governing Attendance

Absence Rules

Students are required to maintain a minimum of 80 percent attendance throughout the semester in order to qualify for the Final Examination. Maximum 3 absences (for courses of 3 hour duration classes) and maximum 6 absences (for courses with 1.5 hour duration classes) allowed per semester per course; these absences are to be used for any emergency purposes like health problem, family death etc. Please note that two late arrivals are equal to 1 absence. Registered students who have remained absent for more than three classes during the semester, will be awarded an ‘F’ grade in the course.

Leave Rules

There are no leaves at SZABIST. Students are required to manage their attendance as per above guidelines. However, one additional absence is allowed if the student is travelling for Hajj, subject to submission of documentation and requisite approval by Program Manager.
Rules Governing Withdrawal from Courses

Procedure for Withdrawal from Courses

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

- The request for withdrawal has to be made prior to the 12th session through ZabDesk’s Online Course Withdrawal option.
- The request for withdrawal has to be approved by Academics, Program Manager and Records Department.
- Withdrawal cannot be allowed after award of ‘F’ grade due to less than required attendance.
- In case of withdrawal, letter grade of ‘W’ (with no grade points) is awarded.

Refund Procedure for Withdrawal and Cancellation of Course Registration

- Refund of fee during the first semester is governed by SZABIST's Fee Refund Policy which is based on the guidelines given by the HEC.
- At the time of new registration for a course, the course fee must be paid in full.
- In case of withdrawal from a course during the first semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester. For course withdrawal, refund of fee is as below:

<table>
<thead>
<tr>
<th>For Courses of 3 Hours per Week</th>
<th>For Courses of 1.5 Hours per Week</th>
<th>Refunded Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 4th session</td>
<td>Before 8th session</td>
<td>50 percent</td>
</tr>
<tr>
<td>Before 8th session</td>
<td>Before 16th session</td>
<td>25 percent</td>
</tr>
<tr>
<td>8th session to before 12th session</td>
<td>16th session to before 24th Session</td>
<td>No refund</td>
</tr>
<tr>
<td>12th session and onwards</td>
<td>24th session and onwards</td>
<td>Withdrawal not allowed</td>
</tr>
</tbody>
</table>

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

Withdrawal from All Courses in a Semester
(Semester Withdrawal)

- 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 the application for Semester Withdrawal, with complete necessary documentation and justification, to the Program Manager for approval.
Rules Governing Grading

General Marks Distribution

General marks distribution (not applicable to all courses/programs) is as follows:

- Tests (for 1.5 hour session courses) optional: 20%
- Midterm Examination: 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 vary between departments. For further details consult the relevant Program Manager or Head of Department.

Grading Plan

- The following Letter Grade Plan is followed at SZABIST:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Range</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95 – 100</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>91 – 94</td>
<td>3.75</td>
</tr>
<tr>
<td>A-</td>
<td>87 – 90</td>
<td>3.50</td>
</tr>
<tr>
<td>B+</td>
<td>83 – 86</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>79 – 82</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>75 – 78</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>72 – 74</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>69 – 71</td>
<td>2.25</td>
</tr>
<tr>
<td>C-</td>
<td>66 – 68</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>64 – 65</td>
<td>1.75</td>
</tr>
<tr>
<td>D</td>
<td>62 – 63</td>
<td>1.50</td>
</tr>
<tr>
<td>D-</td>
<td>60 – 61</td>
<td>1.25</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>0</td>
</tr>
</tbody>
</table>

- In certain cases, the following Letter Grades are assigned.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>J</td>
<td>Result withheld</td>
</tr>
</tbody>
</table>
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.

There is no provision for giving or requesting grace marks.

Minimum CGPA required for graduation is given in section on Rules Governing Degree Completion.

If incomplete grade ‘I’ is not completed before the specified deadline, the default grade is ‘F’.

Minimum Passing Grade

Minimum passing grade in each course is as follows:
- ‘D’ for undergraduate program courses
- ‘C-’ for Masters’ program courses
- ‘B-’ for MS and PhD program courses

Compulsory Repeat Grade

A course in which low grades are earned, are to be repeated compulsorily. These are as follows:
- For Undergraduate programs, a course in which ‘D-’ or below is earned must be repeated with full registration (no attendance or assessment waivers).
- For Masters’ programs, courses with earned grades of ‘D+’ and below must be repeated.
- For MS/PhD programs, courses with earned grade of ‘C+’ or below must be repeated.

‘F’ grade in a course does not count as having met the pre-requisite for taking an advanced course, and there will be no attendance or assessment waivers the next time students take the course.

Students with repeat grades must take the course next time when it is offered.

Non-undergraduate program students may get attendance waiver in Compulsory Repeat Grade courses, except courses in which they received an ‘F’ grade.

However, 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.

A student repeating course(s) that is/are no longer offered will be allowed an appropriate replacement course, which will be approved by the Program Manager.

Required Maintenance CGPA

Minimum required CGPA for various degree levels, below which a student may face probation, is as under:
- Undergraduate: CGPA of 2.00
- Masters’ programs: CGPA of 2.50
- MS Programs: CGPA of 2.75
- PhD programs: CGPA of 3.00
Rules Governing Examinations

Examination Policy
Two major types of examinations are conducted at SZABIST during a semester for each course: A Midterm Examination for the undergraduate programs (3 hours class) is administered in the 7th session, and for postgraduate programs (3 hours class), in the 8th session. All programs conducting 1.5 hours class administer the Midterms in the 16th session. The maximum duration of a Midterm Examination is of 2 hours, and the Final Examination is of 3 hours duration. Depending on the course content, Test/Exams could be a combination of written and practical questions.

Code of Conduct during Examination
- To maintain the integrity of the examination process, exams can only be taken with the proof of a valid SZABIST ID card.
- 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 examination room/hall 30 minutes after the start of exam.
- Students are not allowed to bring mobile phones, bags and books in the examination hall, otherwise an ‘F’ grade may be awarded.
- 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.
- 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.
- Examinees should sit in the rows allocated for the particular paper. Examination Controller/invigilator may re-locate the students if he/she deems fit.
- Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be awarded an ‘F’ grade in the course by the examiner. A few examples of such behaviors are:
  - Any written or oral communication among students during an exam.
  - Providing information about the content of an examination.
  - A student’s use of a substitute or surrogate to take an examination.
  - Indulging in unruly behavior in the examination hall.
- The decision of the invigilating staff regarding the conduct of the examination and the behavior of the students will be final and binding. Any argument by the student will be liable for disciplinary action by the Disciplinary Committee.
- 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 5 marks deducted from his/her paper.
● Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.
● Final Examination copies will not be shown to the students and requests for Final Examination copy re-checking or re-grading will NOT be entertained.
● Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.
● 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.
● At the end of every semester, grades awarded for all examinations are posted on ZabDesk as ‘Tentative Results.’

Examination Retake (Deferral)
● 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. An exam retake, subject to permission of the relevant Program Manager, is only possible in the following cases, with required documentation:
  o 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.
  o Death in immediate family: Death certificate/obituary note is required.
  o Job-related travel: Company letter/travelling documents are required.
  o Hajj: Copy of passport and ticket is required.
  o In case of any other special circumstances as the Program Manager deems fit.
● Examination retake fee of Rs. 5000/= will be charged for any examination that is arranged separately. However if a student is assigned to take exam with another section of the same course with same faculty, no retake fee will be charged.

Off-Campus Examinations
● For all programs, examination can be conducted at other campuses for which a special request form must be submitted, along with a fee for this service.
● 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.
● Fees (if any) relating to Off-Campus Examination are to be paid by the student.
● Examination Department in consultation with the Program Manager and Vice President (Academics) will be responsible to facilitate the students interested in Off-Campus Examinations.
**Change of Grade**

- In case of any discrepancy in final grade, students can submit an objection within 05 working days of announcement of ‘Tentative Results’ on ZabDesk.
- If the claim proves as valid, relevant faculty member is to complete and submit “Change of Grade” form with the reason for change and required documentation within 05 working days after close of semester ZabDesk to Examinations.
- All examinations are conducted and monitored by the Examinations Controller’s office in the presence of the relevant teaching faculty.

**Comprehensive Examination**

- All MBA students who are not enrolled in a 6-Credit Hours research Project Program and MS/PhD students are required to pass the Comprehensive Examination, within maximum time limit allowed for completion of the degree.
- The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Heads Committee without prior notice, and will be binding on all continuing and new students.

**Eligibility and Schedule**

- Although Comprehensive Examination can be cleared anytime during the degree program, it is strongly recommended that students (other than Ms/PhD) should appear for the exam before the final semester as the format of the exam is based on the content of the basic courses.
- For MS and PhD students to be eligible to appear in the Comprehensive Examination, all Independent Study (IS) and course work requirements must be completed.
- Comprehensive Examination is conducted thrice a year on the last Saturdays of January, June, and August.

**Registration**

- All students intending to appear for the examination must register first by filling out “Registration Form for the Comprehensive Examination: available at Reception Desk and on SZABIST’s website, and submitting it to the Examinations Department within the dates announced by the Controller of Examinations.
- Late submission of registration form will not be entertained.
- Please note that there is a fee for the Comprehensive Examination per attempt.

**Format/Criteria**

*Format of Comprehensive Examination for MBA*

- Comprehensive Examination is a 90-minute closed-book on-line examination, in nine subjects: Business Communication, Management, Marketing, Mathematics, Statistics, Finance, Accounting, Economics, and MIS. In each subject, students are required to
answer 10 randomly-generated multiple choice questions (MCQs) from four possible options.

- The minimum passing percentage for the Comprehensive Examination is 50%.
- The best (n-2) sections are counted towards the final grade.

*Format of Comprehensive Examination for MS and PhD*

- The passing grade for the exam is a ‘B’ for registrations up till 2009 and ‘B-’ for registrations from 2010 onwards.
Examination
Contact: exams@szabist-isb.edu.pk

Mr. Muhammad Humayun
Asstt. Controller Exam
MBA (National University of Modern Languages, Islamabad)

Mr. Waqas Iqbal
Assistant Officer Examinations
B.A (University of Science & Technology, Kohat)

Mr. Murtaza Noor
Assistant Examinations
HSSC (Allama Iqbal Open University, Islamabad)

Timings
8:30 am - 9:30 pm (Mondays-Saturdays)
9:00 am - 5:00 pm (Sundays)
Rules Governing Research Project, IS, Thesis and Dissertation

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

Supervisor Selection
- After registration through Zabdesk, all students (except students of BBA program) are required to select an advisor/research supervisor from the list of approved advisors/research supervisors for their respective program, and submit necessary forms and documentation as specified in prescribed format.

Submissions
- 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 and/or e-groups.
- Final report(s) in the approved format is to be submitted in both soft and hardcopies, with copy of plagiarism report (not required for Media practical projects).

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

Additional Requirements and Communication
- 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 relevant Program Manager/ Head of Department through notice boards and/or e-groups.
Rules Governing Academic Integrity, Plagiarism and Similarity Index

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

- The use of online software to solve complex mathematical, statistical or design related problems.
- The submission of the same work, presentation, essay, etc., in whole or in part in more than one course, without permission from each faculty member to whom the work is submitted.
- Misappropriation of research materials.
- The use of surrogates, substitutes, stand-ins or their services to do and or prepare work that is submitted as one’s own.
- The use of previously submitted papers or work, written by other students or individuals.
- Any unauthorized access of an instructor’s file or computer account.
- A student may be dismissed from SZABIST if found guilty of Academic Dishonesty.

Plagiarism
SZABIST has a very strong culture 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; some illustrative examples of plagiarism are:

- The appropriation and paraphrasing of an idea, argument, information, maps, charts, tables, images, song lyrics, data sets, computer course code, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.
- Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.

Similarity Index
Learning how to cite the sources correctly is an important aspect of all academic endeavors. SZABIST employs HEC-subscribed Turnitin software for Research Reports, Independent Studies, Theses, and Dissertation to detect similarity. Please note that the threshold for tolerance for similarity index is less than 20 percent with adequate citation.
Rules Governing Transfer

Transfer between SZABIST Campuses

- Transfer is allowed between SZABIST campuses subject to the following conditions:
  - Having completed at least 25 percent of the coursework at the original campus. However, in special cases the transfer may also take place without the completion of 25% of credit hours depending on President's approval.
  - Availability of space in the campus to which transfer is sought.
  - Having met admission criteria at the transferring campus.
  - Clearance of all past dues at the original campus.
  - Payment of transfer admissions fee (to the transferring campus).
  - Submission of the “Campus Transfer” & “Security Deposit Refund” forms (available at the Reception Desk).
- SZABIST Campus transferring students are requested to note that:
  o The Degree will be awarded by the campus where the student has completed more than 50 percent of the credit requirements for the degree.
  o If a student has completed 50% credits at the original campus and 50% at the transferring campus, the degree will be awarded by the campus where the student was admitted.
  o 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.

Transfer between Programs within SZABIST

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

- Student meets the eligibility criteria for Admission for the program in which Admission is sought.
- Student qualifies as per criteria for admission into the new program including taking of test and interview as applicable.
- Clearance of all past dues for the original program, with submission of the “Security Deposit Refund” form (available at the Reception Desk).
- Payment of fee including admission fee as applicable for the new program. Admission fee will be charged from students transferring voluntarily between degree programs.
- 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 in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.

CGPA will include all transferred grades from previous programs as well as courses taken in the new program.
Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

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:

- Courses are to have content similarity with course against which they are requested for being transferred.
- Minimum Grade B and above or minimum score of 80% was obtained in the course.
- Maximum credits that can be transferred are 50% of credits required for degree; which may be lower for certain degrees.
- Maximum time limit to transfer courses is within two years.
- The transferring student is required to fill the “Course Transfer” form (available at website) in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.
- CGPA tabulation will not include grades from previous university.
Admissions
Contact: admissions@szabist-isb.edu.pk

Mr. Muhammad Shafiq  
Assistant Officer Admission  
B.Com (University of the Punjab, Lahore)

Ms. Memoona Hanif  
Admission Assistant  
B.A (Punjab University, Lahore)

Timings  
9:00 am - 6:00 pm (Monday-Friday)  
9:00 am - 5:00 pm (Saturday)  
(Sunday Closed)
Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission

Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2015) 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.

- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2015), including A-Levels/High School Diploma/IB Diploma equivalency by IBCC (for undergraduate admissions)/last degree verification from 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.

Dismissal

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

1. Dismissal on Academics Through Probation

- SZABIST follows the probation and dismissal policy as recommended by HEC, “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 from SZABIST.

- The required maintenance CGPA for different program levels, below which a student shall be on First or Second Probations or Dismissed, are as under:
  - All Undergraduate Programs: CGPA of 2.00
  - All Master’s Programs: CGPA of 2.50
  - All MS Programs: CGPA of 2.75
  - All PhD Programs: CGPA of 3.00

- Summer semesters are not counted for probations/dismissals, as they are remedial semesters.
2. **Degree Time-Barring Dismissal**
   - The registration will stand terminated if a student has not completed the degree requirements within seven years for Bachelors Program and five years for Masters, and MS and, seven years for PhD programs.

3. **Dismissal Due to Academic Dishonesty**
   - The registration will stand terminated if the student is involved in a case of academic dishonesty e.g. submission of fake documents etc.

4. **Dismissal on Disciplinary Grounds**
   - The registration will stand terminated if a student is dismissed on disciplinary grounds by the Disciplinary Committee.
   - On dismissal, a notification shall be issued by the Campus, and forwarded to the Office of Director Academics for dissemination to other SZABIST Campuses for information.
   - A student, once dismissed shall not be allowed to register for any certificate courses, at any campus.
   - A dismissed student may apply for “Letter Grade” as documentation for credits taken at SZABIST, after dismissal.

**Re-admission**

A student is allowed to take readmission, subject to following rules:

**Readmission after Dismissal**

Cancellation of Provisional Admission or Dismissal on Time Barring of Degree

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

**Dismissal on Academics through Probations**

- Readmission is allowed into any program, except the one from which a student was dismissed on probation, after meeting the admission criteria, and requirements including again passing test and interview.
- The student cannot be readmitted at other campuses in the program from which he/she was dismissed.
- Credit transfer is allowed, for equivalent courses as per policy, through the Course Transfer form, available at the Reception Desk.
  - For Undergraduate: Equivalent courses with Grade Point of 2.00 (C-) & above
  - For Masters: Equivalent courses with Grade Point of 2.50 (C+) and above
  - For MS Programs: Equivalent courses with Grade Point of 2.75 (B-) and above
  - For PhD Programs Equivalent courses with Grade point of 3.00 (B) and above
- Payment of fee including admission fee as applicable for the new program. Admission fee will be charged from students getting readmitted into any other program after being dismissed for being on probation.
**Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds**

Not allowed readmission in any campus, in any program; credit transfer not applicable.

**Readmission after Self Withdrawal**

- In case a student withdraws from admission for any personal reason, he/she may apply for readmission, subject to meeting the admission criteria, and requirements including again passing test and interview.
- 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 as applicable to that degree. The transferrable grades are:
  - For Undergraduate: Courses with Grade Point of 2.00 (C-) and above
  - For Masters: Courses with Grade Point of 2.50 (C+) and above
  - For MS Programs: Courses with Grade Point of 2.75 (B-) and above
  - For PhD Programs Courses with Grade Point of 3.00 (B) and above
Rules Governing Letter Grade, Transcripts, Degree Completion and Continuation for Higher Degrees

Letter Grade
- Semester grades are only issued upon filing of “Letter Grade Form” at the end of a semester on the payment of applicable fee.
- All grades including Ds and Fs are used for calculation of CGPA and reported on Letter Grade, according to the applicable Grading Plan.
- Transfer courses from other university are “not mentioned” on the Letter Grade

Final Transcript and Pass Certificate
- Final Transcript and Pass Certificate is issued only after completion of all degree requirements (refer to section on Rules Governing Degree Completion), submitting “Final Transcript and Degree Clearance Form”, available at the Reception, with required documentation to Records Department as per announced schedule. SZABIST will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the time of submitting the Final Transcript and Degree Clearance Form.
- Student’s Name and Father’s Name should be correctly written and spelt in English on educational documents submitted.
- Please refer to the section Rules Governing Degree Completion for information related to reporting of grades and CGPA tabulation.

Degree
- Degrees are issued after the Convocation has been held.

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

Time Duration
- The maximum time allowed for completing the degrees are as under:
  - Undergraduate: Maximum 7 years from time of admission.
  - Masters Programs: Maximum 5 years from time of admission.
  - MS Programs: Maximum 5 years from time of admission.
  - PhD Programs: Maximum 7 years from time of admission.
**Required CGPA at Degree Completion**

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

**Degree Completion Requirements**

- Degree requirements include:
  - Completing the required number of courses and credit hours
  - Completing internship requirement as applicable
  - Clearance of financial dues
  - Passing of the Comprehensive Examination (if required for the degree)
  - Other requirements set for the degree as per Prospectus/any official communication

**Extra Courses and Course Improvements**

- A student has the option of taking more than the required number of courses and request in writing on the ‘Final Transcript and Degree Clearance Form’ which extra courses are not to be reported in his/her transcript.
- Extra courses are considered as certificate courses and a separate official letter will be issued as proof of having completed these courses.
- In case of repeat course(s) for grade improvement, the better of the two grades will be reported on the Transcript and counted towards the CGPA.
- Extra courses taken cannot be transferred to the higher degree programs.

**Majors/Specialization**

- Majors are not mentioned on the Transcript, Pass Certificate, and Degree, unless as a part of degree name, for example MBA Banking & Finance.
- A letter may be requested from the relevant Program Manager for any clarification regarding area of concentration.

**Revised/Duplicate Documents**

- Students can request for Revised/Duplicate Transcripts and Degrees after filling out the Revised/Duplicate Transcript/Degree Form (available at Reception Desk). Minimum processing time is one month for Revised/Duplicate Transcripts and Revised/Duplicate Degrees and two working weeks for Urgent Duplicate Degree.
- Fee for Revised/Duplicate Transcript/Degree is mentioned on the relevant form.
- In case of discrepancy in name/father’s name, students must have it corrected within the period as mentioned below:
  - Undergraduate Students: Within 2 Years after getting admission
  - Master’s, MS & PhD Students: By the end of 1st Semester
Continuation for Higher Degrees

- SZABIST students completing their Bachelors and desiring to further continue their studies for a Masters’ program, or those completing their Masters’ and desiring to enroll into a Doctoral program can continue further education without a new admission test by filling out the Program Continuation Form and submitting it to the Admissions Office after applying for the issuance of final transcript.

- 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.

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

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

- Students cannot begin or register for an advance degree’s courses during Summer semester as a Certificate student.
Records
Contact: records@szabist-isb.edu.pk

Mr. Mohammad Sohail Aslam
Controller Records
Masters in Education Planning, Policy Studies and Leadership (AIOU)

Mr. Saleem ud Din
Officer Records
M.Com (Gomal University)

Mr. Faisal Nawaz
Assistant Records
B.A (Allama Iqbal Open University, Islamabad)

Mr. Hasan Abbas
Assistant Records

Timings
9:00 am - 6:00 pm (Monday- Saturday)
(Sunday Closed)
Convocation Medals and Honors List

Convocation

- Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualifying for a degree, after a formal Convocation every year.
- To become eligible for the Convocation, students who have completed all degree requirements must fill and submit at the Records Department, the Final Transcript and Degree Clearance Form within 2 weeks after the official closing of semester.

Academic Gold Medal

To celebrate academic excellence at SZABIST, Academic Gold Medals are awarded to Graduates who secure the highest CGPA in their degree program, subject they meet the below-mentioned criteria:

- Candidate must have obtained a minimum CGPA of 3.75.
- He/she must have taken full course load, as offered through ZABDESK
- Required number of credits and courses for the degree program must be completed (extra course not allowed)
- Student must complete the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/registering in the first semester post-admission)
- In case of more than one student meeting the criteria, the Academics Gold Medal shall be awarded to all such students.
- Certificate Students are not eligible for Academic Gold Medal.

Honors List

- Graduating Students meeting the following criteria are awarded Certificate of Academic Honors at the Convocation:
  - Candidate has secured a GPA 4.00 in the semester
  - Candidate has taken full workload/course load in his/her own section.
Review and Revision of Academic Policies

- The academic policies are reviewed and revised on a regular basis. Students are advised to consult with the Program Manager and regularly check ZabDesk to apprise themselves of any revisions in the academic policies.
- In all academic matters, the decision of the Academic Heads Committee is final.
- President SZABIST is the competent authority to take all academic decisions, and has the right to form committees comprising of the Program Managers, HoD(s) and Dean(s) and/or Department Managers, if deemed necessary.
Student Facilitation
Rules Governing Libraries

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

General Policies/Rules:

- Users before joining the library are required to read the library policies/rules carefully.
- Users entering the library shall not take their personal belongings inside the library. These may be put at the main entrance and they will be responsible for their belongings.
- All the publications including personal books must be checked when these are being taken out from the library.
- The library will not be held responsible for any act of theft or losses.
- It is forbidden to record with cameras or any other devices in the library without permission.
- The library staff reserves the right to withdraw or to refuse library facilities to any who doesn’t follow the library rules.
- Silence is observed in the library.
- The use of mobile phones in the library is not permitted. Users are required to switch off their mobile or silence then entering the library.
- 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.
- To ensure a quiet and peaceful study and reading environment in the library, students are to hold discussions and group studies in class rooms & study rooms, not in the library.
- Librarian has the final authority to cancel/suspend library privileges of those students who misbehave with library staff and those 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 card and will not be allowed to enter library premises for two weeks.
- To instill a sense of accountability, the name of the suspended student will be displayed on the notice board.

Circulation Policies/Rules:

- A student can borrow two books simultaneously for a period of seven days along with the facility of renewal for further seven days via email or personal visit, if not required by another user.
- Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via librarian@szabist-isb.edu.pk. To ensure maximum availability of books, a book can be reserved for three days only and is not renewable.
• Reference books, periodicals, magazines, and newspapers etc can be consulted only in the library premises.

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

• To ensure that students, at large, continue to benefit effectively from the library, it is important that the library is able to maintain an adequate stock of books in good condition. 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.
  o In case of damage, full price of the book will be charged.
  o In case of a loss, only 200 percent of the price of the book will be charged.
  o A late fine of Rs. 30 per day per book will be charged from students.
Library
Contact : librarian@szabist-isb.edu.pk

Mr. Tariq Hashmi  
Morning Librarian  
MLS (Punjab University)  

Mr. Muhammad Kamran  
Evening Librarian  
MILS (Peshawar University)  

Mr. Atif Hussain  
Assistant Librarian  
MLIS (AIOU), B.Ed (AIOU)  

Mr. Shakeel Saleem  
Library Assistant  
BA (AIOU)  

Ms. Gulshan Rani  
Library Assistant  
BA (Punjab University)  

Timings  
8:00 am - 09:30 pm (Mondays-Saturdays)  
9:30 pm - 5:00 pm (Sunday)
Rules Governing Computer Labs

SZABIST is equipped with state-of-the-art computer facilities with around-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.

Lab Availability
- 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 09:00 am to 05:30 pm on Sunday.
- To avoid disruptions, students are not allowed to enter the labs while classes are in progress.
- Color and laser printing is available at nominal cost.
- Printing facility is available on a first-come, first-served basis. To ensure proper closure of the lab, material for printing will not be accepted half an hour before closing time.
- Also, to ensure the integrity of the network, students are not allowed to install their own software programs on SZABIST computers. Should additional software be required to undertake a course-related assignment, please seek the written approval of the concerned faculty and contact the Computer Lab Administrator well in advance to make arrangements for loading the software only on specific workstations.
- To handle sudden and abrupt power interruptions, a five minutes power backup is available for all computers. All users are advised to regularly save their work. Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.

Conduct in the Lab
All SZABIST students are expected to conduct themselves with responsibility and dignity and adhere to the Code of Conduct given in the General Policies section of this handbook. In addition, while working in the computer labs, the following rules are applicable:
- To ensure peaceful atmosphere, clean and proper functioning of equipment for all students, eating, smoking, drinks, use of cell phones, and playing video games on SZABIST computers are not permitted. As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean. All trash must be placed in the trash cans provided in the Lab.
- Placement of equipment and other furnishings in the computer lab have been done considering the convenience of all the students. Consequently, students are not allowed to move or rearrange any equipment without permission of the staff.
- To protect the privacy of everyone, passwords must NOT be disclosed to anyone, under any circumstances.
- While every effort is made to ensure that all student groups get reasonable amount of time for using Lab facilities, it is advisable to consult the Lab schedule to avoid any
confusion in this regard. Further, please note that during open hours the use of Lab is based on the policy of first-come, first-served.

**Login Account Policy**

For smooth operations of the Computer Labs, while protecting the privacy of information of all users, following rules are in place:

- No one is allowed to log-on using someone else's user ID and password.
- To protect your own self from unscrupulous users, make it a habit to log-off at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account. Remember to log-off at the end of your session.
- If 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, student is to inform the Lab Engineer to ensure that your user account and work are protected.
- Students are required to change their password once a month.
- At the time of registration, a separate user ID and password is assigned to all students to access the ZabDesk.

**Workstation Reservation Policy**

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

- Those who have reservation will be given priority for the use of the computer.
- Unless a workstation has been reserved, a student working on a particular workstation has priority.

**Workstation Usage Policy**

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

- No one is allowed to make any changes to equipment configuration in any way whatsoever.
- No one is allowed to unplug any cables, connections, terminals, or any other equipment.
- Further, to maintain the integrity of the system, 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 Systems. In the event, when any of the above needs to be done for academic purposes, please submit an appropriate written request duly signed by Instructor/Supervisor.
- 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.
Wi-Fi Technology

- As noted earlier, students and faculty members can wirelessly access the Internet from any place in the campus. In order to benefit from this service, students must register their Wi-Fi devices with the Network Administrator.
IT
Contact : systems@szabist-isb.edu.pk

Mr. Muhammad Sajid Iqbal
Manager IT
MS-CS (SZABIST Islamabad)
CISCO Certified Network Associate (CCNA)

Mr. Faisal Jamil
Lab Administrator
DAE-IT (PBTE)

Mr. Muhammad Zeeshan Khan
Computer Lab Administrator
BS (AIOU)

Mr. Malik Waqas Haider
System Engineer
MCS (Virtual University)
PGD-IT (Skill Development Council)

Mr. Imran Razaq
System Engineer
BIT (Allama Iqbal Open University, Islamabad)

Mr. Mian Muhammad Majid Ali
Assistant Network Administrator
ICS (FBISE, Islamabad)

Mr. Adeel Hussain
Associate System Engineer
BBA - Hons (Preston University, Islamabad)

Mr. Aitzaz Anjum
Associate System Engineer
HSSC (Federal Board of Intermediate & Secondary Education, Islamabad)
Electronics / Telecom
Contact: systems@szabist-isb.edu.pk

Mr. Naveed
Lab Demonstrator
B.E - Electronics (Mehran University of Engineering & Technology, Jamshoro)

Mr. Mohammad Arslan Arshad
Telecom Lab Assistant
DAE (Electronics)

Timings
8:30 am - 9:30 pm (Mondays-Saturday)
9:00 am - 5:30 pm (Sundays)
Rules Governing Media Cage, Media Labs and IMac Suite

Regarding the safety and upkeep of the media equipment, please note that the following rules will apply:

- 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 Head of Department or the Program Manager.
- All sections of the 'Reservation Form' must be completed and all necessary signatures appended before submitting for approval.
- The student is responsible for the cost of lost, damaged, destroyed or stolen equipment.
- A valid student picture ID is required to check-in and check-out any equipment.
- No food or beverages are allowed in the Media Production Studio and the Sound Lab. 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.

Media Cage
Media Cage has state of the art camera, lighting and production equipment available for students for their assignments.

- Students have the right to reserve the equipment for up to 2 days per week. These days could be consecutive or split up over a week.
- Please note that cameras are to be returned between 9:00 am and 12 pm on the day they are due.
- Reserved equipment can be picked up after 9:00 am and will be kept in Media Lab till 3:00 pm from Monday to Saturday after which remaining equipment will be available from 3:00 - 5:00 pm. Equipment taken on urgent basis is due back the next day at 9:00 am.
- To ensure that equipment is available to everyone, as mentioned above, it has to be checked in by 9:00 am on the due date. Those who fail to adhere to this rule and thus cause problems for their fellow students will be subject to a “three-strike rule.” 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.
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 environment and benefit to the maximum from their hard work, following policies are to be adhered to while working in the Media Lab:

- No food or beverages are allowed in the Media Computer 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.
- Media lab is to be used only for media-related assignments and projects during/after class timings.
- 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 fit.
- To save data, students should use their assigned folders. Anything left on computer desktop will be removed without any intimation.
- Students should make backup copies of their folders, as the lab staff will not be responsible for any loss of data.
- Please note that those who fail to adhere to the above rules to the detriment of other students and SZABIST will be subjected to disciplinary action, fine or even asked to pay the amount of damage caused by them.
- On matters not covered by the above rules, the Media lab staff’s decision will be final.

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

Media Lab
Contact: systems@szabist-isb.edu.pk

Mr. Mohammad Ali
Media Lab Assistant
Diploma in computer hardware & software
D.Com (Punjab Board of Technical Education, Lahore)
Radio Rules ZAB-FM 106.6
(Campus Radio Station of SZABIST-Islamabad)

April 2015 SZABIST launched its Campus Radio station ZAB-FM 106.6. The Campus Radio Station of SZABIST-Islamabad ZAB-FM 106.6 is non-commercial FM Radio station. The production and content is selected under the guidelines of PEMRA. To avoid any violation and functioning of FM as per PEMRA rules following committee supervise the whole transmission and production.

- Mr. Wajid Zulqarnain Program Manager Media Sciences
- Ms. Iffat Ali Operation Manager-FM
- Ms. Ayesha Javed Lecturer Media Sciences

The committee meeting is scheduled monthly and monitor the production and performance of students.

After the consultation following rules and regulation are made which are mandatory for all students working for FM to follow.

- All Radio presenters must reach FM premises 15 minutes before their program, in case if they reach after 05 minutes of their program, then they will not be allowed to continue.
- In case of recording, Radio Requisition must be submitted at least one day before recording.
- In case of guest, approval of committee is mandatory. Presenter is responsible for entertaining guest.
- Lay-out of script is compulsory, without it he/she will not be allowed to do program.
- New ideas regarding program will be submitted in writing to Radio Committee for approval.
- In case of any emergency, e-mail must be sent to committee.
- Cancellation or rescheduling of program without informing via e-mail to the concerned authority will result in cancellation of program.
- Guest details must be shared before confirmation through e-mail.
- All correspondence must be through e-mail. No hard copies and text messages will be accepted.
- Personal and except SZABIST other organizational promotion is prohibited
- Public Service Messages or interviews of those organizations are allowed who had signed MoU with SZABIST.
- Students who don’t produce promos for their program, after one month will not be allowed to do their show.
- Indian Music is strictly banned.
- Achieve maximum participation of every section of the community living within the target area.
- Publicity of program is the responsibility of concerned presenter.
- All programs must not exceed 30 minutes.
- Speak in a manner that can be easily followed on radio and be careful not to speak too quickly.
- Abusive, vulgar and dual meanings words during program will result in cancellation of show.
- Apart from entertaining the audience, giving them something new, give unknown facts, teach them new skills and bring out their hidden talents.
- Advertising is not allowed in any manner.
- After three warning, student will not be allowed to continue his/her program.
Radio Committee

Contact: ZabFM@szabist-isb.edu.pk

Mr. Wajid Zulqarnain  
Incharge/Program Manager Media Studies  
M. Phil in Mass Communication (University of the Punjab, Lahore)

Ms. Iffat Ali Aksar  
Manager Operations  
MS - Media & Communication Studies (International Islamic University, Islamabad)

Mr. Muhammad Rizwan  
Shift Incharge  
DAE - Electronics (Punjab Board of Technical Education Lahore)
Rules Governing Financial Assistance

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

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

SZABIST-Funded Scholarships
SZABIST funded Scholarships are available for all programs except PhD programs, external programs and those programs which have already been subsidized.

SZABIST Need-Based Scholarships
- SZABIST Need-Based Scholarships are offered in August each year, covering two semesters. The eligibility is based on:
  - Need and merit as determined by SZABIST, and
  - Assessment through a panel interview.
- For renewal of scholarship in second semester, a minimum CGPA of 2.5 is required.

SZABIST Merit-Based Scholarships
- SZABIST Merit-Based Scholarship will be awarded from Second semester onward, and is renewable for each semester depending on student’s performance.
- The total amount of scholarship per program per class is equal to a full semester tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded full fee waiver for the following spring semester.
- Student with the highest semester GPA is eligible for Merit-Based scholarship, provided the candidate has:
  - Obtained a minimum semester GPA of 3.50
  - Taken full load of courses with the assigned section, both for calculation of Semester GPA and availing the scholarship.
- Students with extra and repeat courses are not eligible for the Scholarship.
- Students enrolled in subsidized programs are not eligible for the Scholarship.
- If there is more than one student with same results in a semester, then the scholarship amount will be distributed equally among the eligible candidates.
- Upon maintaining the same status, the scholarship may be extended for the next semester, provided the criteria are met for that semester.
• In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.
• The above scholarship guidelines are subject to change at any time and for any semester as approved by Academic Heads, and will be applicable to all new and continuing students.
• The scholarship program can be withdrawn at any time as approved by the Academic Council.
• For more information, please contact the Academics Department.

External Donor Agencies-Funded Scholarships
• SZABIST also awards scholarships in collaboration with external donor agencies, such as:
  ▪ HEC-United States Agency for International Development (USAID)
  ▪ Sindh Endowment Fund
  ▪ Balochistan Endowment Fund
  ▪ Khyber Pakhtunkhwa Chief Minister’s Endowment Fund
  ▪ National ICT R&D Fund
• Request for financial assistance can be made after admission and enrollment.
Rules Governing Executive Development Center

SZABIST Executive Development Center (EDC) serves as a liaison between job-seeking SZABIST graduates and organizations, through relationship building and networking with the most coveted companies in Pakistan. It facilitates students in the completion of their degree requirements, personal development, and job placements. It also keeps in touch with the alumni for profile updates, relationship building, and mentoring. In order to receive updated information of jobs and internships placements, students are required to join the Facebook page www.facebook.com/edc.szabist.isb and follow announcements on notice boards on campus.

Student Development and Counseling Workshops
EDC arranges an annual 'Corporate Finesse Workshop' comprising of training sessions to acquaint students with the realities of the corporate world, enabling them to make a career congruent with their natural inclinations, aptitudes and interests, and identify several skills and important work-related values that are required on the job. The workshop also coaches students on how to target appropriate jobs and employers. EDC also arranges interview simulations for graduating students, in collaboration with alumni and corporate sector, to assess and provide feedback for improvement. Relevant students are required to register as per schedule announced by EDC.

Internship Placements
To bridge the gap between classroom and work situation, SZABIST has instituted a mandatory minimum 6-week internship as requirement for degree completion. Relevant students are required to register as per schedule announced by EDC. After internship is completed, students are required to write a report on how well the internship enriched the student’s learning. This report, along with the ‘Internship Certificate’ issued by the company and ‘Internship Evaluation Form’ filled by the company, are to be submitted within given deadline. Those who are already employed may request a waiver by submitting the ‘Internship Waiver Form’, with necessary documentation at the time of degree completion. Such requests are approved on a case-to-case basis.

Job Placements
EDC arranges on-campus recruitment drives and management trainee programs of reputed national and multinational companies, throughout the year. EDC keeps students informed about various placement opportunities through notice boards, mails, and social networking platforms. Relevant students are required to register as per schedule announced by EDC.
Career Fair
An annual '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. Most companies also interview potential candidates for job and internship opportunities. Relevant students are required to register as per schedule announced by EDC.
Graduate Directory
EDC compiles students’ profiles and publishes the annual Graduate Directory for improving the employability of SZABIST graduates in credible organizations. Relevant students are required to provide updated information through an online graduate directory form.

Alumni Relations
EDC endeavors to keep in touch with the SZABIST Alumni and update their contact details and current employment status. To strengthen the bond with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors. EDC hosts an annual reunion dinner for the alumni to provide them with an opportunity for networking.

EDO / Marketing
Contact: edc@szabist-isb.edu.pk
amanullah@szabist-isb.edu.pk

Mr. Haroon Abdullah
Executive Development Officer
MBA-Finance (Iqra University, Islamabad)

Mr. Aman Ullah Mir
Marketing officer
MBA-Marketing (COMSATS Institute of Information Technology, Islamabad)

Timings
8:30 am - 6:30 pm (Mondays - Saturday)
(Sunday Closed)
Rules Governing Student Activities and Associations

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

Student Activities

- SZABIST Management firmly believes that to inculcate confidence, initiative, and entrepreneurial talent, which will serve SZABIST students well in their professional careers, it is important that students be given an opportunity to exercise and develop these skills during the course of their studies. As a result, students are strongly encouraged to join, participate, and assume leadership roles in various student associations and clubs, and also arrange regular campus student projects on Retail Management, Services Marketing, Media Management, Event Management, Marketing Management, Corporate Social Responsibility, Community Services, Project Management and Computer Sciences.
- All student activities are to be reported in the biannual newsletter, “SZAB’nings”, which is regularly published jointly by faculty and staff. For more details, contact the Marketing Department, SZABIST.
- Student publications in magazines and newspapers are encouraged. Rewards per article (with/without SZABIST name) are given, subject to Program Manager's recommendation on quality of article.
- All student/class projects require approval from Program Manager/Head of Department.
- All sponsorships of class projects are to be routed through the SZABIST Student Council’s bank account. For further information, please contact the Student Advisor.
SZABIST Student Council – Islamabad

- To foster an environment conducive to the actualization of creativity, scientific thought and leadership, the SZABIST Student Council (SSC), an annually-elected body of young, ambitious individuals who come together to form the student government at the institute has been in existence. It is a reflection of the aforementioned values espoused by the ideology of SZABIST.
- Trained to stand by the principles of labor, knowledge and integrity, the SSC membership cutting across all degree programs of the institute aims at helping to explore the talents of all students at the institute all the more, playing an intermediary role between the administration and students and adding value to student life at SZABIST.
- The SSC also hosts entertainment events, organizes trips, produces seasonal SSC merchandise (such as shirts, mugs, banners, or any other promotional material), and guides fellow students in addressing issues related to their campus life acting as a forum that becomes the voice of the student body of the institute.
- All student associations, clubs and student societies are formed as per a prescribed procedure working with and assisted by the SZABIST Student Council Islamabad.

SZABIST Student Council Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAHAD JAKHRANI</td>
<td>PRESIDENT</td>
<td><a href="mailto:fahad.jakhrani.ssc@szabist-isb.pk">fahad.jakhrani.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>DILNAWAZ HUNZAI</td>
<td>VICE PRESIDENT</td>
<td><a href="mailto:dilnawaz.hunzai.ssc@szabist-isb.pk">dilnawaz.hunzai.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>M. USAMA YAQUB</td>
<td>GENERAL SECRETARY</td>
<td><a href="mailto:usama.yaqub.ssc@szabist-isb.pk">usama.yaqub.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>ZEESHAN ALI KHAN</td>
<td>TREASURER</td>
<td><a href="mailto:zeeshan.ali.ssc@szabist-isb.pk">zeeshan.ali.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>ABDUL GHAFAR</td>
<td>BSSS REPRESENTATIVE</td>
<td><a href="mailto:abdul.ghafar.ssc@szabist-isb.pk">abdul.ghafar.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>SYED NAZAKAT HUSSAIN</td>
<td>BBA REPRESENTATIVE</td>
<td><a href="mailto:nazakat.hussain.ssc@szabist-isb.pk">nazakat.hussain.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>MEHVISH MUSHTAQ</td>
<td>BSCS REPRESENTATIVE</td>
<td><a href="mailto:mehvish.mushtaq.ssc@szabist-isb.pk">mehvish.mushtaq.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>SUFIAN SOHAIL</td>
<td>BSMS REPRESENTATIVE</td>
<td><a href="mailto:sufian.sohail.ssc@szabist-isb.pk">sufian.sohail.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>TAJDAR</td>
<td>BSAF REPRESENTATIVE</td>
<td><a href="mailto:tajdar.ssc@szabist-isb.pk">tajdar.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>ISHTIAQUE ABBASI</td>
<td>MBA (EVENING) REPRESENTATIVE</td>
<td><a href="mailto:ishtiaque.abbasi.ssc@szabist-isb.pk">ishtiaque.abbasi.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>SHEHZAD</td>
<td>MBA (DAY) REPRESENTATIVE</td>
<td><a href="mailto:shehzad.ssc@szabist-isb.pk">shehzad.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>SHABIR JAN BARAICH</td>
<td>MSMS REPRESENTATIVE</td>
<td><a href="mailto:shabir.jan.ssc@szabist-isb.pk">shabir.jan.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>AMMAR RAMZAN</td>
<td>MSCS REPRESENTATIVE</td>
<td><a href="mailto:ammar.ramzan.ssc@szabist-isb.pk">ammar.ramzan.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>WAHEED ALI</td>
<td>MSPM REPRESENTATIVE</td>
<td><a href="mailto:waheed.ali.ssc@szabist-isb.pk">waheed.ali.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>HUDA TANVEER</td>
<td>E MBA REPRESENTATIVE</td>
<td><a href="mailto:huda.tanveer.ssc@szabist-isb.pk">huda.tanveer.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>MUSTAFAEZZ</td>
<td>MSDS REPRESENTATIVE</td>
<td><a href="mailto:mustafeez.ssc@szabist-isb.pk">mustafeez.ssc@szabist-isb.pk</a></td>
</tr>
<tr>
<td>SARFARAZ JAMALI</td>
<td>MSSS REPRESENTATIVE</td>
<td><a href="mailto:sarfaraz.jamali.ssc@szabist-isb.pk">sarfaraz.jamali.ssc@szabist-isb.pk</a></td>
</tr>
</tbody>
</table>
Rules Governing Student Code of Conduct

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

General Guidelines

- For the sake of students’ safety, Campus premises are to be vacated by 10:00 pm.
- All students are responsible for their personal belongings. The SZABIST administration is not responsible for any loss or damage incurred.
- Students’ vehicle parking is at their own risk. Please note that SZABIST does not take any responsibility for the security of your vehicle, or the contents therein.

Behavior

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

- Cooperate with SZABIST staff to ensure smooth operation of student traffic on campus.
- Respect quiet spaces such as libraries, classrooms, and hallways outside classrooms, and not make noise or engage in behavior that is disruptive.
- Respect library property, return borrowed books in a timely manner, and not mark or deface any book or journal that belongs to the SZABIST libraries.
- Treat all SZABIST employees, including librarians, administrative personnel, guards, and housekeeping staff with cordiality and respect.
- Give due respect to all faculty members.
- Students must show respect to their classmates and abstain from any conduct or language that could be termed as disrespectful or derogatory to another's social status, ethnicity, religion, sect, gender, nationality or background.
- Avoid disrespectful behavior in and outside class in case of any issue, controversy or conflict of opinion, and must act in a manner that is conducive to mutual learning. Any concerns may be taken up with Faculty/relevant Program Manager and/or Head of Department after class.
- Come prepared for lectures, having completed assigned readings, and should avoid unnecessary debates detrimental to the learning atmosphere.
- Keep mobile phones SWITCHED OFF during class. Students will be penalized (including dismissal from class) if their phone rings/beeps during any lecture, or if a
student is found reading/responding to text messages etc., the mobile phone will be confiscated and sent to Administration for necessary action.

**Dress Code**
Students are expected to be well groomed and well-dressed in decent clothes; shorts and bermudas are not allowed. Acceptable footwear excludes flip-flops and slippers (chappals).

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

- Turning off lights, fans and ACs when rooms and hallways are not in use
- Using minimum quantity of water and turning off taps when not in use
- Avoiding spillage on floors and mirrors; keeping bathrooms clean, dry, and hygienic; reporting all malfunctions immediately to Administration
- 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:

- Eating/drinking in the library, class rooms, laboratories, and study rooms
- Littering on the campus by throwing utensils/cups/bottles (disposal only) on campus, and not in garbage
- Disfiguring furniture and other property by scratching and making graffiti
- Eating of “paan” and “gutka”
- Smoking cigarettes inside the campus
- Being noisy, using foul language, threatening anyone, using illegal drugs or alcohol, or engaging in any illegal activity while on campus.
- Harassing any member of the SZABIST community

**Grievance Management**

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

**Feedback Related to Program**

- If any SZABIST student, faculty or staff has constructive feedback regarding their Program, campus or SZABIST, he/she may inform the Program Manager or Head of Department through email.
• Students may also meet with the Student Advisor or Head of Student Support Services for any further guidance or feedback. Furthermore, students can discuss the issues with the Program Representatives of their Program.
• Additionally, feedback boxes have been placed on campuses for anonymous feedback.

**Conflict Resolution**
In case of a conflict, students, faculty or staff have the following options for respite:

1. Verbal complaint to the Program Manager, in which case the Program Manager is to call both parties and arbitrate for an amicable solution.
2. Written complaint to the Program Manager, in which case the Program Manager is to investigate and provide resolution, with input from Head of Department/Dean, and is to ensure filing of relevant communication.
3. Written complaint to the Head of Department or Dean which is to be dealt with as deemed appropriate.
4. Complaint filed on the “Student Disciplinary Committee Record” form, which is to be submitted to the Student Advisor or relevant Program Manager who, under guidance from HOC, is to call for the formulation of the Disciplinary Committee for Disciplinary Review.

The composition of a typical Disciplinary Committee is as follows:

• Student Advisor
• Relevant Program Manager
• Representative from Administration

**Process of Disciplinary Review**
The person against whom the complaint has been filed is provided an opportunity to respond to the complaint by the Disciplinary Committee. If the complaint is found to be valid, the person against whom the complaint was found as genuine can be subject to one or more of the following penalties:

1. Warning letter
2. Letter of apology
3. Meeting with parents, if a severe violation was found to be committed by the student
4. Suspension for a week to three weeks
5. Expulsion from the Institute after which re-admission is not allowed in any SZABIST Campus

The student and his/her parents are provided an opportunity to appeal for reconsideration of the expulsion penalty by submitting a written application to the President’s Office, who has the authority to render the final decision.
Anti-Harassment Policy

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

Committee Members:
- Senior Manager Admin - Chairperson
- HOD/PM of the respective department
- Manager HR
- Student Adviser

Guidelines
1. All complaints/matters pertaining to harassment must be filed with the Office of Student Adviser or the Administration Department of SZABIST so that they may be sent to the Chairperson of the committee for review.
2. All complaints must be launched in writing either by email or on hard copy.
3. 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.
4. The committee may summon the concerned parties for an official hearing/s to interrogate the issue and provide the aggrieved and accused parties an opportunity for presenting their perspective.
5. This committee may investigate and collect information on its own as well in tandem with the rules/procedures/policies of the institute.
6. The decision of the committee may be conveyed with the issuance of an official letter/s by the concerned Program Manager/Head of Department to the student after the content has been shared with and approved by the committee.
7. The decision/s of the committee will be final. In case of SZABIST employees, the final decision will be with President/VP Admin & Finance.
Other Facilities: Study Rooms and Games’ Room, Photocopy Shop, and Cafeteria

**Study Rooms and Games’ Room**
- Furnished study rooms in Islamabad Campus are open to students from 8:00 am – 10:00 pm for group study.
- A Games’ Room for indoor games (table tennis, darts, chess, etc.) is also open for students for the same duration as above.

**Photocopy Shop**
Photocopy facility at Islamabad campus is available to the students at a very nominal cost.

**Timings of Photocopier**
9:00 am - 9:00 pm (Mondays - Saturdays)
10:00 pm - 5:00 pm (Sunday)

**Cafeteria**
SZABIST offers Cafeteria right in campus, where full meals, snacks, and refreshments are available.

**Timings of Cafeteria**
9:00 am - 9:00 pm (Mondays - Saturdays)
10:00 pm - 5:00 pm (Sunday)
We Just Don't Work Hard

We Work Smart
Address

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology
Islamabad Campus

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