

MERIT | QUALITY | EXCELLENCE



# Student Handbook 2015-16



## Sukkur Institute of Business Administration

Airport Road, Sukkur-65200, Sindh, Pakistan. **Tel:** +92-71-5806101-10 Ext: 109, 188

**UAN:** +92-71 (111-785-422) **Fax:** +92-71-5804425

**Email:** [admission@iba-suk.edu.pk](mailto:admission@iba-suk.edu.pk) **Website:** [www.iba-suk.edu.pk](http://www.iba-suk.edu.pk)

## TABLE OF CONTENTS:

<b>PREFACE .....</b>	<b>5</b>
<b>MILE STONE OF THE INSTITUTE .....</b>	<b>7</b>
<b>AUTHORTIES OF THE INSTITUTE: .....</b>	<b>8</b>
<b>SENATE OF SUKKUR IBA .....</b>	<b>8</b>
<b>SYNDICATE SUKKUR IBA .....</b>	<b>10</b>
<b>ACADEMIC COUNCIL.....</b>	<b>11</b>
<b>THE PROGRAMS OFFERED AT SUKKUR IBA.....</b>	<b>13</b>
<b>DEGREE PROGRAMS .....</b>	<b>13</b>
<b>DEPARTMENT OF BUSINESS ADMINISTRATION: .....</b>	<b>14</b>
<b>MISSION STATEMENT: .....</b>	<b>14</b>
<b>BBA 04 YEARS PROGRAM .....</b>	<b>14</b>
<b>ELIGIBILITY CRITERIA FOR ADMISSION:.....</b>	<b>15</b>
<b>MS IN MANAGEMENT PROGRAM.....</b>	<b>31</b>
<b>ELIGIBILITY CRITERIA FOR ADMISSION.....</b>	<b>32</b>
<b>PHD (IN MANAGEMENT).....</b>	<b>34</b>
<b>ELIGIBILITY CRITERIA FOR PHD .....</b>	<b>35</b>
<b>DESIGN OF THE PROGRAM.....</b>	<b>35</b>
<b>DEPARTMENT OF COMPUTER SCIENCE:.....</b>	<b>36</b>
<b>MISSION STATEMENT: .....</b>	<b>36</b>
<b>MS &amp; PHD PROGRAM .....</b>	<b>39</b>
<b>VISION.....</b>	<b>39</b>
<b>MISSION STATEMENT .....</b>	<b>39</b>
<b>OBJECTIVES.....</b>	<b>39</b>
<b>PROGRAM OUTCOMES.....</b>	<b>39</b>
<b>MS IN COMPUTER SCIENCES .....</b>	<b>40</b>
<b>MS IN SOFTWARE ENGINEERING .....</b>	<b>40</b>
<b>ELIGIBILITY CRITERIA FOR MS (CS/SE).....</b>	<b>40</b>
<b>DEPARTMENT OF ELECTRICAL ENGINEERING:.....</b>	<b>46</b>
<b>MISSION STATEMENT: .....</b>	<b>46</b>
<b>GOALS AND OBJECTIVES:.....</b>	<b>46</b>
<b>DEPARTMENT: EDUCATION MANAGEMENT .....</b>	<b>47</b>

<b>MISSION STATEMENT:</b> .....	<b>47</b>
<b>VISION STATEMENT:</b> .....	<b>47</b>
<b>VALUES STATEMENT:</b> .....	<b>47</b>
<b>GOALS</b> .....	<b>47</b>
<b>PROGRAMS AT DEPARTMENT OF EDUCATION AND THEIR ELIGIBILITY CRITERIA</b> .....	<b>48</b>
<b>WELCOME TO SUKKUR IBA:</b> .....	<b>49</b>
<b>ADMISSION POLICY:</b> .....	<b>49</b>
<b>PROGRAMS OFFERED:</b> .....	<b>51</b>
<b>ADMISSION PROCEDURE:</b> .....	<b>53</b>
<b>ELIGIBILITY CRITERIA FOR ADMISSION AT SUKKUR IBA:</b> .....	<b>54</b>
<b>* DIRECT APPEARANCE IN APTITUDE TEST:</b> .....	<b>54</b>
<b>* FOUNDATION SEMESTER (REGULAR / THP):</b> .....	<b>54</b>
<b>* GROUP DISCUSSION AND INTERVIEW:</b> .....	<b>54</b>
<b>* REGISTRATION AND ENROLLMENT:</b> .....	<b>55</b>
<b>CERTIFICATE COURSES (SUNDAY IT / SUNDAY ENGLISH FOR ALL (SEFA))</b> .....	<b>56</b>
<b>FOUNDATION PROGRAM:</b> .....	<b>56</b>
<b>CRASH PROGRAM:</b> .....	<b>56</b>
<b>EVALUATION AND GRADING</b> .....	<b>66</b>
<b>MINIMUM CGPA REQUIREMENTS</b> .....	<b>67</b>
<b>50% MARKS POLICY IN FINAL RESULT</b> .....	<b>68</b>
<b>INTERNSHIP EVALUATION</b> .....	<b>68</b>
<b>COMPREHENSIVE EXAMINATION</b> .....	<b>68</b>
<b>GENERAL RULES FOR FULL-TIME STUDENTS</b> .....	<b>68</b>
<b>PROCEDURE FOR ISSUANCE OF DEGREE</b> .....	<b>69</b>
<b>MIGRATION</b> .....	<b>70</b>
<b>THE CONDUCT OF EXAMINATIONS</b> .....	<b>71</b>
<b>UNFAIR MEANS IN EXAMINATIONS</b> .....	<b>72</b>
<b>COMMITTEE TO DEAL WITH THE USE OF UNFAIR MEANS</b> .....	<b>72</b>
<b>PROCEDURE FOR ACTION AGAINST OFFENDERS</b> .....	<b>73</b>
<b>PENALTIES</b> .....	<b>74</b>
<b>AFRICAN CULTURAL HERITAGE SITES AND LANDSCAPES</b> .....	<b>75</b>
<b>CAMBRIDGE JOURNALS ONLINE</b> .....	<b>75</b>

<b>EBRARY .....</b>	<b>75</b>
<b>EMERALD INSIGHT.....</b>	<b>75</b>
<b>IMF E-LIBRARY .....</b>	<b>75</b>
<b>JSTOR .....</b>	<b>75</b>
<b>JSTOR – GLOBAL PLANTS .....</b>	<b>75</b>
<b>MCGRAW-HILL’S ACCESS ENGINEERING .....</b>	<b>75</b>
<b>MCGRAW-HILL’S ACCESS SCIENCE .....</b>	<b>75</b>
<b>SPRINGERLINK .....</b>	<b>75</b>
<b>STRUGGLES FOR FREEDOM IN SOUTHERN AFRICA.....</b>	<b>75</b>
<b>TAYLOR &amp; FRANCIS JOURNALS .....</b>	<b>75</b>
<b>WILEY ONLINE LIBRARY .....</b>	<b>75</b>
<b>REGULATIONS GOVERNING STUDENTS DISCIPLINE .....</b>	<b>79</b>
<b>PLAGIARISM POLICY.....</b>	<b>83</b>
<b>HOSTEL RULES .....</b>	<b>84</b>
<b>STUDENT SERVICES .....</b>	<b>89</b>
<b>COMPUTER LABORATORIES.....</b>	<b>89</b>
<b>TELECOMMUNICATION LABORATORIES: .....</b>	<b>89</b>
<b>AUDITORIUM.....</b>	<b>89</b>
<b>HEALTH CLUB .....</b>	<b>89</b>
<b>TRANSPORT FACILITY .....</b>	<b>90</b>
<b>CAFETERIA AND TUCK SHOP.....</b>	<b>90</b>
<b>EMERGENCY MEDICAL SERVICES .....</b>	<b>91</b>
<b>PHOTOSTATS &amp; STATIONERY .....</b>	<b>91</b>
<b>CAREER DEVELOPMENT CENTRE (CDC) .....</b>	<b>91</b>
<b>CODE OF CONDUCT.....</b>	<b>92</b>
<b>STUDENTS SERVICES .....</b>	<b>98</b>
<b>GREEN OFFICE.....</b>	<b>99</b>
<b>CONCLUSION .....</b>	<b>100</b>

## **Preface**

We would like to welcome you to be the part of Sukkur IBA community. We congratulate you and your parents on your admission to the Sukkur Institute of Business Administration. We are happy that you have joined the most prestigious and well reputed Institute of Sindh and Pakistan. Sukkur IBA believes on Merit, Quality and Excellence and ranked as 3rd Best Business Institutes of Pakistan by Higher Education Commission (HEC) within a short span of 7 Years. Sukkur IBA's aims and objectives are to produce world class graduate who can globally compete, posse's high ethical values and work for the betterment of society. This handbook is prepared to acquaint the students with rules, policies and services provided by different departments of the Institute. It provides guidelines to students for handling their academic, hostel, Transport and other routine matters efficiently. The information and instructions written in this handbook are subject to change and may be updated time to time without any prior notice.

For any suggestion, clarification on the document, please contact to the office of Registrar or email: [admission@iba-suk.edu.pk](mailto:admission@iba-suk.edu.pk)

We wish you best of luck and rewarding experience here at Sukkur IBA.

**Management of  
Sukkur Institute of Business Administration**

## **Vision**

To become a world class university in the field of management & social sciences, IT, Engineering and Education.

## **Mission Statement**

The mission of Sukkur IBA is to contribute and serve community by imparting knowledge through innovative teaching and applied research at the global levels of excellence. We aim to establish and sustain a competitive meritorious environment by strengthening faculty and using state of the art technology to produce graduates with analytical & creative thinking, leadership skills and entrepreneurial spirit, who possess global outlook and are conscious of ethical values.

## **Aims and Objectives:**

- \* To produce world-class graduates who possess not only knowledge but also equipped with practical skills, research capabilities and critical thinking.
- \* To inculcate ethical thinking in graduates.
- \* To prepare them to work for the betterment of society.
- \* To prepare the graduates who can work in global context

At Sukkur IBA on every "today" there is a dream for "better tomorrow"

Merit-Quality-Excellence



# Sukkur Institute of Business Administration

## OUR PROGRAMS:

Foundation Semester and Talent Hunt Program

**BBA** **BBA** • Agribusiness

**BS** • Computer Science  
• Software Engineering

**BS** Mathematics

**BS** Accounting & Finance

**B.Ed.** (2 Years) **B.Ed.** (Hons)  
Extension Programme Elementary

**B.E.** Energy Systems Engineering (Renewable)

**B.E.** Electrical Engineering  
Specializations:  
• Telecommunication  
• Electronics  
• Computer Systems  
• Power

**MBA** (Case Study)  
2 Years

**MS** in Applied Mathematics and Computational Finance

**MS**

Leading to

**PhD**

1994 → Dream of Quality Education by Nisar Ahmed Siddiqui

1994-95 → Started with only two rooms in Public School, Sukkur.

1995 → Affiliated with IBA Karachi.

2000 → Shifted to its own Building "State-of-the-Art Campus"

2001 → GEM School Agreement with Microsoft

2002 → MSDNAA (Microsoft Digital Network Academic Alliance)  
Strategic Partner of Microsoft

2004 → Digital Computer Laboratories

2006 → Got Chartered from Govt: of Sindh; HEC recognized  
- Foundation Semester Program Started

2007 → - MoU signed with Glasgow Caledonian University, UK  
- Simon Fraser University, KENT University, UK, AIT Thailand  
- University of British Columbia, Canada  
- Inauguration of Auditorium  
- BE (Telecommunication Eng) & BS (Computer Science)

2008 → - Initiated Campus Management  
- Software and CISCO Local Academy  
- Video Conferencing Setup

2009 → - Started Campus-II  
- Oracle Academy  
- Started MS & PhD Program  
- BE-Electrical Engineering (Telecommunication Specialization)

2010 → - HEC-NCEAC awarded the highest category "W"  
to Sukkur IBA's Computer Science Program  
- Membership of AACSB  
- Quality Enhancement Cell  
- Establishment of IBA Community Colleges  
- Career Development Center (CDC)  
- Campus Management Solution (CMS)  
- Learning Management System (LMS)

2011 → Office of Research, Innovation and Commercialization (ORIC)

2012 → - Establishment of Department of Education  
- Establishment of Trade Center  
- Establishment of Entrepreneurial Leadership and Business Incubation Center  
- Sukkur IBA Ranked as 4<sup>th</sup> Best Business School in Pakistan by HEC  
- Electronics Specialization added in BE-Electrical Engineering

2013 → - Ranked as 3<sup>rd</sup> Best Institute of Pakistan  
- Inaugurated Information Resource Center (IRC)  
- Inaugurated New Administration Block  
- Awarded as first "Green Campus Certification" by WWF pakistan

2014 → - Establishment of Executive Development Center (EDC)  
- BE-Energy Systems Eng. (Renewable) launched  
- Computer Systems & Power Specializations added in BE-Electrical Engineering



www.iba-suk.edu.pk

## Authorities of the Institute:

The following are the authorities of Sukkur IBA:

- Chancellor Governor Sindh
- Senate
- Syndicate
- Academic Council
- Faculty Councils
- Departmental Councils
- Selection Board
- Advanced studies and Research Board
- Finance and Planning Committee
- Administrative Committee
- Representative Committees
- Any other body recommended by Senate

## Senate of Sukkur IBA

(a) the Chairman	<b>Mr. Justice Salahuddin Panhwar</b>
(b) the Director & Dean, Sukkur IBA	<b>Mr. Nisar Ahmed Siddiqui</b>
(c) the Secretary Education, Government of Sindh	<b>Dr. Fazlullah Pechuho</b>
(d) Commissioner, Sukkur Division	<b>Dr. Niaz Ali Abbasi</b>
(e) the President of Chamber of Commerce Sukkur	<b>Engr. Abdul Fatah Shaikh</b>
(f) two prominent business executives of the province	<b>1. Mr. Hassan Ali Khan</b> M.D Continental Biscuits (LU) <b>2. Mr. Jahangir Siddiqui</b> Founder of JS Group (JSL)



<p>(g) two prominent educationists of the province other than employees of the institute</p>	<p><b>1. Dr. S. M. Qureshi</b> Ex-Chairman, CIEC, Govt. of Sindh</p> <p><b>2. Dr. Zubair Ahmed Shaikh</b> Director National University Computer &amp; Emerging Sciences</p>
<p>(h) one nominee of the Higher Education Commission</p>	<p><b>Prof. Dr. Mohammad Nishat</b> Associate Dean, IBA Karachi</p>
<p>(i) Two prominent citizen</p>	<p><b>1. Mr. Fazallullah Qureshi</b> Ex- Federal Secretary</p> <p><b>2. Mr. Justice (R) Ali Aslam Jafferi</b> Ex-Federal Insurance Ombudsman</p>
<p>(j) four institute teachers</p>	<p><b>1. Prof. Dr. Madad Ali Shah,</b> Professor / HoD, Electrical Engineering</p> <p><b>2. Dr. Qamar Uddin Khand,</b> Associate Professor</p> <p><b>3. Mr. Javed Ahmed Siddiqui,</b> Assistant Professor</p> <p><b>4. Mr. Ishfaqe Ahmed Abbasi,</b> Lecturer</p>
<p>(k) One member of alumni of the institute elected from amongst themselves</p>	<p><b>Mr. Danish Shamim Shamsi</b></p>
<p>(l) Secretary of Senate</p>	<p><b>Mr. Zahid Hussain Khand</b> Registrar, Sukkur IBA</p>

**Syndicate Sukkur IBA**

(a) the Director who shall be its Chairperson	<b>Mr. Nisar Ahmed Siddiqui</b>
(b) the Deans of the faculties of the institute	Sitting Deans of the faculties of the institute
(c) two professors from different departments, who are not member of the Senate to be elected by the institute teachers in accordance with procedure to be prescribed by the Senate.	<b>Dr. Qamar Uddin Khand</b> (Associate Professor, Computer Science) <b>Mr. Falahuddin Butt</b> (Assistant Professor, Business Administration) <b>Mr. Akseer Hussain solangi</b> (Assistant Professor, Business Administration)
(d) Principals of the constituent colleges	It was decided that this would remain vacant till existence of any constituent college of Sukkur IBA.
(e) the Registrar	<b>Engr. Zahid Hussain Khand</b>
(f) the Treasurer	<b>Mr. Nadeem Shakoor Javeri</b>
(g) the Controller of Examination	<b>Mr. Imran Khan</b>

## Academic Council

(a) the Director who shall be the Chairperson	<b>Mr. Nisar Ahmed Siddiqui</b>
(b) the Deans of faculties and such heads of departments as may be prescribed.	The sitting deans of faculties and heads of all departments
(c) five members representing the departments and the constituent colleges to be elected in the manner prescribed by the Senate	<p><b>1. Dr. Niaz Ahmed Bhutto</b> Associate Professor / HoD Business Administration</p> <p><b>2. Mr. Falahuddin Butt</b> Assistant Professor, Business Administration</p> <p><b>3. Dr. Abdul Qadir Rahimoon</b> Assistant Professor</p> <p><b>4. Mr. Javed Ahmed Shahani</b> Assistant Professor, Computer Science</p> <p><b>5. Mr. Ghulam Mujtaba Shaikh</b> Assistant Professor, Computer Science</p>
(d) two Principals of affiliated colleges	When available
(e) five Professors including emeritus professors	<p><b>1. Prof. Dr. Madad Ali Shah</b> Professor/HoD, Electrical Engineering</p> <p><b>2. Dr. Qamar Uddin Khand</b> Associate Professor, Computer Science</p> <p><b>3. Dr. Irfan Ahmed Rind</b> Assistant Professor/HoD, Education Management Department</p> <p><b>4. Dr. Abdul Rehman Soomrani</b> Associate Professor/HoD, Computer Science</p> <p><b>5. Dr. Zulfiqar Ali Memon</b> Associate Professor, Computer Science</p>
(f) Six members from different subject fields	<p><b>1. Prof. Dr. M. Nishat</b> Associate Dean Faculty of Business Administration IBA Karachi</p> <p><b>2. Mr. Khalid S. Subhani</b> President &amp; Chief Executive Officer Engro Polymer and Chemicals Limited</p> <p><b>3. Prof. Dr. Zubair A. Shaikh</b> Executive Director, STEDA</p> <p><b>4. Madam Jahan Ara</b></p>

	<p>President P@sha</p> <p><b>5. Prof. Dr. Muhammad Younus Javed</b> Dean Computer Engineering, NUST Rawalpindi</p> <p><b>6. Dr. Muhammad Riaz Suddle</b> Member Science SUPARCO Lahore</p>
(f) the Registrar	<b>Engr. Zahid Hussain Khand</b>
(g) the Controller of Examination	<b>Mr. Imran Khan</b>
(h) the Chief Librarian	<b>Mr. Muhammad Asif Munir</b>

## **The Programs Offered at Sukkur IBA**

The following Undergraduate and Graduate Programs offered in Department of Business Administration, Department of Information Technology (I.T), Department of Electrical Engineering, Department of Mathematics and Department of Education Management at Sukkur IBA.

### **Degree Programs**

#### **Department of Business Administration:**

1. BBA (Morning)
2. BBA (Agribusiness) Program (Joint degree program)
3. BS (Accounting and Finance)
4. MBA (2 Years)
5. MS (Management Science)
6. PhD (Management Science)

#### **Department of Computer Science**

1. BS (Computer Science)
2. BS (Software Engineering)
3. AD (Associate Degree in Information Technology (Computer Science) at IBA Community College N. Feroze)
4. MS (Computer Science)
5. MS (Software Engineering)
6. PhD (Computer Science)

#### **Department of Electrical Engineering**

1. BE Electrical Engineering

##### **Specializations:**

- \* Electronics
  - \* Telecommunication
  - \* Computer Systems
  - \* Power
2. BE Energy Systems Engineering
    - \* Renewable
  3. AD (Associate Degree in Electrical Engineering) at IBA Community College N. Feroze
  4. AD (Associate Degree in Electronics Engineering) at IBA Community College N. Feroze

## **Department of Education Management**

1. B.Ed (Hons) Elementary
2. B.Ed (2 Years) Extension Program

## **Department of Mathematics**

1. BS (Mathematics)
2. MS (Applied Mathematics)

## **DEPARTMENT OF BUSINESS ADMINISTRATION:**

### **Mission Statement:**

*“Our Business Administration Department brings a global outlook strives to serve community by imparting research-oriented knowledge. We aim to develop and sustain a meritorious culture of continuous improvement that encourages leadership, entrepreneurial capacity, global sustainability, and ethical consciousness in our graduates to flourish and contribute meaningfully to society.”*

### **BBA 04 YEARS PROGRAM**

Overall Educational Goals for the BBA

To equip the students with modern knowledge, understanding and skills required primarily to -

- Contribute significantly while undertaking managerial positions in local and multinational organizations in Pakistan and other countries.
- Initiate and develop successful entrepreneurial ventures.
- Pursue further education (MBA, MS ,and PhD) in Business in good national and foreign universities

### **GENERIC LEARNING GOALS**

Goal 1- Communication Skills

Goal 2-Creative and Problem Solving Skills

Goal 3-Critical and Reflective Thinking skills

Goal 4-Leadership and teamwork abilities

Goal 5- Ethical Reasoning & Knowledge of laws

Goal 6- Technological skills

### **BUSINESS LEARNING GOALS**

Goal 7- Understanding and application of core business concepts

Goal 8- Integrative Skills and Global perspective

Goal 9- Research Skills

Goal 10- Entrepreneurial Skills

Goal 11- Knowledge of Current Business Environment and Issues

**Eligibility Criteria for Admission:**

- Interested candidates of BBA program must have completed HSC or equivalent with at least 50% marks. Candidates whose final year exam results have not been announced and have no deficiency in their first year exam results are also eligible for admission. They will be granted provincial admission to BBA program, in case if their final year results are found not meeting the minimum requirements of Sukkur IBA, their provisional admission will stand cancelled.

**Program Details:**

Duration:	04 years
Semesters:	08
Credit Hours:	141
Core Courses	126 Credits
Electives	15 Credits
HEC requirement	124-136 Credits

**COURSES OFFERED****Semester-I**

Course Code	TITLE	Credit Hours	Pre-Req
ENG-101	Functional English	3+0	
MTS-101	College Algebra	3+0	
SSC-101	Human Behavior	3+0	
SSC-102	Pakistan and Islamic Studies / Ethics	3+0	
ECO-101	Principles of Microeconomics	3+0	
CSC-101	Computer Applications to Business	2+1	

**Semester-II**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
SSC-103	Social Psychology and Self-Development	3+0	
ENG-102	Creative Writing	3+0	
ECO-102	Principles of Macroeconomics	3+0	
MGT-101	Principles of Management	3+0	
ACC-101	Principles of Accounting	3+0	
STS-101	Business Statistics	3+0	

**Semester-III**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
FIN-201	Introduction to Business Finance	3+0	
SSC-201	World History	3+0	
SSC-202	Logic and Methodology	3+0	
MKT-201	Principles of Marketing	3+0	
MTS-201	Business Mathematics	3+0	
ACC-201	Corporate Accounting	3+0	ACC-101

**Semester-IV**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
MGT-201	Organizational Behavior	3+0	MGT-101
ENG-201	Business Communication	3+0	
LAW-201	Company Law	3+0	
MKT-202	Marketing Issues in Pakistan	3+0	MKT-201
MTS-202	Business Calculus	3+0	MTS-101
ECO-201	International Economics	3+0	ECO-101



**Semester-V**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
MGT-301	Business Ethics	3+0	
FIN-301	Financial Institutions and Markets	3+0	FIN-201
AGB-301	Agri Business	3+0	
HRM-301	Human Resource Management	3+0	MGT-101
STS-301	Statistical Inferences	2+1	STS-101
MGT-302	Entrepreneurship	3+0	

**Semester-VI**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
ACC-301	Managerial Accounting	3+0	ACC-101
CSC-301	Management Information System	2+1	
MKT-301	Methods of Business Research	2+1	STS-101
MGT-303	Production and Operations Management	3+0	MGT-101
MGT-304	Corporate Social Responsibility and Governance	3+0	
	Elective I	3+0	

**Semester-VII**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
ECO-401	Development Economics & Environmental Sustainability	3+0	ECO-101
LAW-401	Laws of Taxation	3+0	
ECO-402	Basic Econometrics	2+1	ECO-102, STS-101
FIN-401	Financial Management	3+0	FIN-201
	Elective II	3+0	
	Elective III	3+0	

## Semester-VIII

Course Code	TITLE	Credit Hours	Pre-Req
MGT-401	Comparative Management	3+0	MGT-101
FIN-402	Forecasting & Budgeting	2+1	ACC-301
MGT-402	Business Strategy	3+0	MGT-101
	Elective IV	3+0	
	Elective V	3+0	

### Other Requirements:

- Internship (Six weeks) Compulsory after 6<sup>th</sup> semester.

# ELECTIVES COURSES FOR BBA PROGRAM

## FINANCE

Code	Course	Cr. Hrs	Pre. Req.
FIN-410	International Finance	3	FIN-201
FIN-411	International Financial Management	3	FIN-201
FIN-412	Security Analysis	3	FIN-201
FIN-413	Investment Analysis And Portfolio Management	3	FIN-201
FIN-414	Corporate Finance	3	FIN-201
FIN-415	Fixed Income Securities	3	FIN-201
FIN-416	International Banking	3	FIN-201
FIN-417	Regulation Of Financial Markets	3	FIN-201
FIN-418	Islamic Finance	3	FIN-201
FIN-419	Strategic Financial Management	3	FIN-201
FIN-420	Portfolio Management	3	FIN-201
FIN-421	Venture Capital And Private Finance	3	FIN-201
FIN-422	Risk Management	3	FIN-201
FIN-423	Financial Econometrics	3	FIN-201
FIN-424	Financial Derivatives	3	FIN-201
FIN-425	Treasury And Fund Management	3	FIN-201
FIN-426	Investment Banking	3	FIN-201
FIN-427	Project Evaluation	3	FIN-201
FIN-428	Advance Corporate Finance	3	FIN-201
FIN-429	Behavioral Finance	3	FIN-201
FIN-430	Actuarial Finance	3	FIN-201
FIN-431	Applied Portfolio Management And Modeling	3	FIN-201
FIN-432	Financial Reporting and Analysis	3	FIN-201

## HUMAN RESOURCE MANAGEMENT

Code	Course	Cr. Hrs	Pre. Req.
HRM-410	Employee Staffing And Training	3	MGT-101
HRM-411	Recruitment And Selection Techniques	3	MGT-101
HRM-412	Training Techniques And Practices	3	MGT-101
HRM-413	Occupational Health And Safety	3	MGT-101
HRM-414	Executive Leadership	3	MGT-101
HRM-415	Foundation Of Human Resource Development	3	MGT-101
HRM-416	Industrial Relations Management	3	MGT-101
HRM-417	Organizational Development	3	MGT-101
HRM-418	Human Resource Development	3	MGT-101
HRM-419	Compensation And Benefits Management	3	MGT-101
HRM-420	Succession Planning	3	MGT-101
HRM-421	Conflict Management	3	MGT-101
HRM-422	Team Management	3	MGT-101
HRM-423	Leading The Change Process	3	MGT-101
HRM-424	Managerial Decision-Making	3	MGT-101
HRM-425	Performance Management	3	MGT-101
HRM-426	Resourcing and Talent Management	3	MGT-101
HRM-427	HRM in Organizational Context	3	MGT-101

## MARKETING

<b>Code</b>	<b>Course</b>	<b>Cr. Hrs</b>	<b>Pre. Req.</b>
MKT-410	Digital and Web Marketing	3	MKT-201
MKT-411	Advertising Management	3	MKT-201
MKT-412	Consumer Behavior	3	MKT-201
MKT-413	Export Marketing	3	MKT-201
MKT-414	Personal Selling	3	MKT-201
MKT-415	Sales Management	3	MKT-201
MKT-416	Industrial Marketing	3	MKT-201
MKT-417	International Marketing	3	MKT-201
MKT-418	Services Marketing	3	MKT-201
MKT-419	Strategic Export Marketing	3	MKT-201
MKT-420	Brand Management	3	MKT-201
MKT-421	Seminar In Marketing	3	MKT-201
MKT-422	Strategic Brand Management	3	MKT-201
MKT-423	Experiential Marketing	3	MKT-201
MKT-424	Marketing Communication	3	MKT-201
MKT-425	Event Management	3	MKT-201
MKT-426	Corporate Social Responsibility	3	MKT-201
MKT-427	Retail Management	3	MKT-201

## ENTREPRENEURSHIP

Code	Course	Cr. Hrs	Pre. Req.
ENT-410	Marketing for Entrepreneurs	3	MGT-302
ENT-411	Entrepreneurial Management	3	MGT-302
ENT-412	Entrepreneurial Finance	3	MGT-302
ENT-413	Corporate Entrepreneurship	3	MGT-302
ENT-414	Developing Entrepreneurial Opportunities	3	MGT-302
ENT-415	Social Enterprise Management	3	MGT-302
ENT-416	New Technology Ventures	3	MGT-302
ENT-417	Creativity and Innovation	3	MGT-302
ENT-418	Business Law for Entrepreneurship	3	MGT-302
ENT-419	Web Marketing	3	MGT-302
ENT-420	Sales Strategy in an Entrepreneurial Venture	3	MGT-302
ENT-421	Sustainable Entrepreneurship Strategies	3	MGT-302
ENT-422	Negotiation Skills	3	MGT-302
ENT-423	Family Business Management	3	MGT-302
ENT-424	Financing Entrepreneurial Ventures	3	MGT-302
ENT-425	Public Policy Entrepreneurship	3	MGT-302
ENT-426	Women's Entrepreneurship & Leadership	3	MGT-302



**UNIVERSITY OF AGRICULTURE FAISALABAD**

**&**



**SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION**

**BBA (Agribusiness) 4 YEARS Joint Degree Program**

## **1. Background and Rational**

The four years BBA (Agribusiness) is a Joint degree program by UAF and Sukkur IBA is a need based program-- designed to serve the needs of the industry. The young individuals who have completed twelve years of education would be illegible for admission in this program. This program is open to the students with diverse educational backgrounds including humanities, science, arts, agribusiness and commerce etc. Accordingly, candidates for this program shall be carefully screened through a rigorous and effective admission process.

It is a Bachelor Degree Program with Emphasis on Farm Management and Business (Hybrid) based on inter provincial model. It is hoped that it shall open new avenues of employment for successful graduates. It is expected that this degree shall facilitate in greater personal development and earning of higher salary jobs as well as they will be trained in such a way that they may start their own business and will act as the job providers to others.

## **2. Learning Outcomes**

The students who earn the BBA (Agribusiness) Joint degree program will be able to:

- I. Communicate effectively, professionally and demonstrate the ability to create coherent written and oral statements.
- II. Demonstrate the ability to identify and evaluate relevant information for decision-making and make usage of diagnostic thinking skills and analytical techniques to assess the information and solve problems in the agribusiness environment characterized by uncertainty.
- III. Understand the importance of teamwork and group dynamics in achieving organizational goals and demonstrate ability to work effectively in teams.

- IV. Understand various leadership styles and demonstrate proven ability in exercising these styles according to the requirement of the situation.
- V. Understand the dynamics of the organizational conflict, power and politics and make use of their analytical and interpersonal skills accordingly. Acquire awareness of global perspectives and understand the theory, operations, and challenges of global business.
- VI. Demonstrate functional business knowledge and interpret essential business concepts and principles and nurture related skills, knowledge and attitude.
- VII. Identify core organizational values and understand the ethical issues and social diversity and demonstrate the ability to propose feasible solutions to these issues.
- VIII. Understand computer-based information systems and interpret functional agribusiness knowledge with the assistance of contemporary computing tools.

### **3. Structure of BBA (Agribusiness) Joint degree program**

- a) The BBA (Agriculture) Joint degree program is of 4-year duration, spread over 8 regular semesters, and consisting of 132 credit hours according to HEC requirements for the said degree program.

Credit Hours at UAF:	68
Credit Hours at Sukkur IBA:	64
Total Credit Hours:	132
HEC Requirement:	124-136

- b) **Nature of Degree**

- Joint degree program (Hybrid) between UAF & Sukkur IBA. It is going to be the unique program which is based on Inter Provincial Model with 4 years (i.e. Eight Semesters) duration.
- The first 4 semesters (2 years) will be offered at UAF for all students admitted at both institutions whereas next four semesters (last two years) will be offered at Sukkur IBA for the students admitted at both Institutions.

**PROPOSED STATUTES AND REGULATIONS RELATING TO**  
**BBA (AGRIBUSINESS) JOINT DEGREE PROGRAM (4-YEAR, 8-SEMESTER)**

**Eligibility Criteria:**

- 12 years of schooling. A candidate must have passed the Intermediate or an equivalent examination securing at least 50% marks or Intermediate (Pre-Agriculture) securing CGPA 2.5/4.00.



- **Admission**

- Purely on merit to be determined on the basis of academic performance, entry test and interview. The proportional weight for academic performance and entry test/interview shall be 50:50, respectively.
- Students seeking admission to BBA- (Agribusiness) will have to apply for admission separately either at UAF or Sukkur IBA.
- An entry test shall be administered simultaneously at both institutions.
- A separate merit shall be determined by the both institutions among the candidates who have applied and qualified for the admission
- The Director, IBMS shall be the admission granting authority for the candidates seeking admission in UAF and Director, Sukkur IBA for the candidates seeking admission at Sukkur IBA.

**Fee Structure:**

- Rs. 50,000/- per semester (excluding Hostel & Prospectus fee)
- Students shall deposit fee/dues in the specified bank by their respective admission granting university/institution

**Hostel Accommodation**

Hostel accommodation shall be provided but student shall have to apply for it.

**Credit Earning**

- The students shall earn credit(s) by studying at Sukkur IBA, and UAF. Each institute/University shall transfer credits earned by the respective students to the admission granting Institute/University at the end of each semester for the award of degree to the students.

**Degree Awarding**

Students will be conferred upon degree by the admission granting Institute/University through credit earning/credit transfer facility.

**Other Regulations**

In addition to above mentioned regulations, all other statutes and regulations implemented by UAF for undergraduate degree programs will also be applicable to this degree program in the same spirit.

## SEMESTER-WISE BREAKUP OF COURSES

SEMESTER – WISE BREAKUP FOR BBA AGRI-BUSINESS JOINT DEGREE PROGRAM					
Semester 1 (To be offered by UAF)			Semester 2 (To be offered by UAF)		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
BBAA-101	Functional English	3(3-0)	BBAA-102	General Plant Protection	3(2-1)
BBAA-103	Basics of Agriculture	2(1-1)	BBAA-104	Natural Resource Management	3(3-0)
BBAA-105	Soil Science and Crop Production	3(2-1)	BBAA-106	Introduction to Agricultural Economics	2(2-0)
BBAA-107	Orchard Planning and Management	3(2-1)	BBAA-108	Water Management	3(2-1)
BBAA-109	Variety Development, Registration and Seed Production	3(2-1)	BBAA-110	Food Service Industry	3(2-1)
BBAA-111	Agricultural Knowledge and Information System	3(2-1)	BBAA-112	Essentials of Food Science and Technology	3(3-0)
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>
Semester 3 (To be offered by UAF)			Semester 4 (To be offered by UAF) (Students shall opt 14+ credit hours as elective courses)		
BBAA-201	Food Engineering and Processing	3(2-1)	BBAA-202	Energy Resources and Utilization	3(2-1)
BBAA-203	Livestock Business Management	3(2-1)	BBAA-204	Elective	
BBAA-205	Farm Mechanization	3(2-1)	BBAA-206	Elective	
BBAA-207	Poultry Business Management	3(2-1)	BBAA-208	Elective	
BBAA-209	Cotton Production and its Value Chain	3(2-1)	BBAA-210	Elective	
BBAA-211	Animal Health Business Management	2(1-1)	BBAA-212	Elective	
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>
Semester 5 (To be offered by Sukkur IBA)			Semester 6 (To be offered by Sukkur IBA)		
BBAA-301	Principles of Microeconomics	3(3-0)	BBAA-302	Principles of Macroeconomics	3(3-0)
BBAA-303	Social Psychology and Self-Development	3(3-0)	BBAA-304	Principles of Management	3(3-0)
BBAA-305	Financial Accounting	3(3-0)	BBAA-306	Business Communication & Presentation Skills	3(3-0)
BBAA-307	Business Mathematics & Statistics	3(3-0)	BBAA-308	Managerial Accounting	3(3-0)
BBAA-309	Computer Applications to Business	3(2-1)	BBAA-310	Pakistan & Islamic Studies/Ethics (for Non-Muslims)	3(3-0)
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>
Semester 7 (To be offered by Sukkur IBA)			Semester 8 (To be offered by Sukkur IBA)		

BBAA-401	Principles of Agricultural Marketing	3(3-0)	BBAA-402	Agribusiness Entrepreneurship	3(3-0)
BBAA-403	Agricultural Finance	3(3-0)	BBAA-404	Corporate Strategy	3(3-0)
BBAA-405	Business Research Methods	3(2-1)	BBAA-406	Organizational Behavior	3(3-0)
BBAA-407	Human Resource Management in Agriculture	3(3-0)	BBAA-408	Managing Agricultural Supply Chain	3(3-0)
BBAA-409	Project	5(0-5)	BBAA-410	Project	5(0-5)
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

**Other Requirements:**

Internship (Six weeks) Compulsory after 6<sup>th</sup> semester.

## **MBA (2-YEARS)**

### **Program Goals:**

#### **Overall Educational Goals For MBA.**

To equip the students with modern knowledge, understanding and skills required primarily to -

- Lead, restructure and contribute while undertaking strategic positions in local and multinational organizations in Pakistan and other countries.
- Initiate and develop successful entrepreneurial ventures especially at large scale

### **GENERIC LEARNING GOALS:**

Goal 1- Strategic Thinking

Goal 2- Effective Learning & Planning

Goal 3- Managerial and Negotiation Communication Skills

Goal 4- Consultancy Skills

Goal 5- Effective Decision Making Skills

Goal 6- People Skills

### **Eligibility Criteria for Admission:**

16 years education in business discipline with 60% or 2.2 G.P.A.

### **Program Details:**

Duration : 02 Years

Semesters : 04 Semesters

Credit Hours : 60

Core Courses : 45 Credits

Electives : 09 Credits

Project (duration six months) : 06 Credits

HEC Requirement : 60-72 Credit Hours (May offer up to 30 Cr. Hrs exemption to 4yrs Business Graduates)

### **Other Requirements:**

- Comprehensive Examination for award of degree.

## COURSES OFFERED

### Semester-I

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
ACC-502	Financial Reporting & Analysis	3+0	
MTS-501	Quantitative Methods for Decision Making	2+1	
MKT-504	Strategic Marketing Management	3+0	
MGT-505	Organizational Behavior and Leadership	3+0	
ECO-504	Managerial Economics	3+0	
ENG-502	Critical Thinking & Managerial Communication	3+0	

### Semester-II

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
FIN-504	Strategic Financial Management	3+0	
LAW-501	Legal and Regulatory Environment of Business	3+0	
MKT-505	Advanced Research Methods	2+1	
ECO-505	Global Economic and Political Environment	3+0	
ACC--503	Management Accounting & Control Systems	3+0	
	Elective-I	3+0	

**Semester-III**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
MGT-610	Supply Chain Management	3+0	
MGT-611	Corporate Strategy	3+0	
MGT-612	Change Management & Innovation	3+0	
SSC-601	World History	3+0	
	Elective-II	3+0	
	Elective-III	3+0	

**Semester-IV**

<b>Course Code</b>	<b>TITLE</b>	<b>Credit Hours</b>	<b>Pre-Req</b>
PRJ-601	MBA Project	6+0	

## **MS IN MANAGEMENT PROGRAM**

### **Our students should be able to:**

1. explore and analyze contemporary management concepts and theories in the areas of particular interest
2. identify the major stream of research in the area of particular interest and contribute in that area
3. demonstrate basic problem solving and technical skills related to business management
4. use latest computer technologies/software related to their area of research
5. work in collaborative and interdisciplinary contexts
6. communicate effectively
7. examine personal and community values and ethical dimensions of business management

### **MS IN MANAGEMENT PROGRAM GOALS & OBJECTIVES:**

- 1. Explore and analyze contemporary management concepts and theories in the areas of particular interest.**
  - Students will be compatible with current market requirements.
  - Students will be able to work in diverse situations by developing insights in core business management concepts.
  - Students will be able to provide solutions to contemporary business problems both in local & International organizations.
- 2. Identify the major stream of research in the field of particular interest and contribute in that area**
  - Graduates who possess analytical skills to identify emerging research opportunities.
  - Students will possess both quantitative and qualitative research skills.
  - Students will be able to provide practical solutions to the problems faced by the society.
- 3. Demonstrate basic problem solving and technical skills related to business management**
  - Students will be able to generate multiple solutions and pick the most optimized solution
  - Students will work and excel in the challenging environment
- 4. Use latest computer technologies/software related to their area of research**
  - Students will be able to use analytical computer softwares related to their research.

- Students will be able to use latest editing and referencing softwares related to their research.
- 5. Work in collaborative and interdisciplinary contexts**
- Students will be able to synchronize their research with related disciplines
  - Students will be able to conduct interdisciplinary research
- 6. Communicate effectively**
- Students will be able to produce a well written research work
  - Students will be able to present & defend their research findings
- 7. Examine personal and community values and ethical dimensions of business management:**
- Students will be able to align their personal values with community values
  - Students will be able to conduct their research according to the socio-cultural norms of the society.

### **MS IN MANAGEMENT PROGRAM DETAIL:**

<b>Duration:</b>	<b>Minimum 2 years &amp; Maximum 4 years</b>
<b>Semesters:</b>	<b>04</b>
<b>Credit Hours:</b>	<b>30</b>

Sukkur IBA offers MS program in Management. In this program, specializations include **Human Resource Management, Marketing, and Finance**. The minimum duration of completion of MS is 2 years and maximum duration is 4 Years. The prime objective of this programme is to prosper, flourish and extend the great knowledge and traditions of Management Sciences through rigorous research and dedicated education in order to benefit society and the country.

### **ELIGIBILITY CRITERIA FOR ADMISSION**

- BBA 4 years programme 124 – 136 Credit Hours with minimum CGPA of 2.2
- 16-years of education in related fields MBA/MPA/M.Com with at least first division from a HEC recognized institution OR secured 60%.
- Candidate must have passed the NTS test before applying for admission.
- Candidate must have to appear in Sukkur IBA Admission test for MS/M.Phil. The test is composed of:
  - 50% from relative field subjects
  - 25% from English.
  - 25% from Mathematics



## **MS IN MANAGEMENT SCIENCES DEGREE REQUIREMENTS**

For the completion of MS degree, the candidate must fulfill the following requirements:

- Candidate must secure minimum 2.2 CGPA
- Candidate must submit the thesis and defend his/her thesis. The thesis must be approved by internal and external examiners.
- Candidates must have cleared NTS GAT (General) test.

### **POLICIES**

#### ➤ **Drop-out Policy**

There will be no drop-out concept in MS program and candidates can repeat/re-sit in course(s) and complete the degree in maximum four years with minimum Cumulative GPA of 2.2 (on a scale of 4).

#### ➤ **Course Withdrawal Policy**

- Students can withdraw from any registered course(s) after taking maximum classes of 12 credit hours of that course(s)
- Withdraw course(s) will not be mentioned in the transcript of the student.
- Fee of withdrawal course(s) will be adjusted / refunded to the students.
- In case of attending any course for more than 12 credit hours, full fee of the course will be charged.

#### ➤ **Attendance Policy**

The scholars are allowed for not more than 6 (Six) absences in the course of a regular semester.

# **PHD IN MANAGEMENT**

## **PHD IN MANAGEMENT PROGRAM GOALS**

### **Our students should be able to:**

1. acquire advanced and in-depth knowledge in the specialized field to develop their own concepts resulting into knowledge creation
2. apply their conceptual knowledge for the betterment of community
3. have excellent research capability to contribute to their academic societies
4. work in collaborative and interdisciplinary contexts with ethical integrity
5. have capability to develop well written and well reviewed piece of research

## **PHD IN MANAGEMENT PROGRAM GOALS & OBJECTIVES**

- 1. Acquire advanced and in depth knowledge in the specialized field to develop their own concepts resulting into knowledge creation**
  - Student will acquire in-depth theoretical knowledge in specialized discipline
  - Students keep themselves abreast of growing related literature in their respective research fields
  - Students will aim to conduct a rigorous research that aims at addressing a specific problem of the society.
- 2. Apply their conceptual knowledge for the betterment of community**
  - Students will be able of utilizing conceptual knowledge in building theoretical models of research that will be beneficial for the society
  - Students will be able to identify, define, and provide solutions for the key societal problems.
- 3. Have excellent research capability to contribute to their academic societies**
  - Students will learn and share current research interests and issues through collaboration.
  - Students research work will enhance their contribution in the academic research.
- 4. Work in collaborative and interdisciplinary contexts with ethical integrity**
  - Students will be able to synchronize their research with related disciplines.
  - Students will be able to conduct interdisciplinary research.
- 5. Have capability to develop well written and well reviewed piece of research**
  - Students will be able to produce a well written research work.
  - Students will be able to present & defend their research findings.

## **PHD (IN MANAGEMENT)**

<b>Duration:</b>	<b>Minimum 03 Years &amp; Maximum 05 years</b>
<b>Semesters:</b>	<b>06</b>
<b>Credit Hours:</b>	<b>48</b>

## **ELIGIBILITY CRITERIA FOR PHD**

- Candidate must have 18 years of education (MS/M.Phil/MBA) with thesis in relevant field with minimum of 70% or 3.0 CGPA from the HEC recognized university/institution
- Candidate have passed international subject GRE/NTS (GAT-Subjective) subject test.
- Candidate must appear in Sukkur IBA Admission test for PhD. The test is composed of:
  - 50% from related subjects
  - 25% from English
  - 25% from Mathematics

## **DESIGN OF THE PROGRAM**

PhD in management program mainly focuses on the areas of the specialization, i.e., **Finance, Marketing, & HRM**. In this program students have to take four elective courses and two seminars/independent studies from their selected area of specialization. The students will choose the electives on the recommendation of the supervisor that will be allocated to students on the very first day of admission.

## **POLICIES**

### ➤ **Admission Policy in PhD Program**

- Applicant who has MS with course shall be given provisional admission in Sukkur IBA's PhD program that he/she can make at least one research publication in HEC recognized research journal with approval of the Doctoral Committee or submit and defend one research based Mini- Thesis before Doctoral Committee,
- The candidate will have to complete either condition within one year from the date of admission in PhD Program.

### ➤ **Drop-out Policy**

There will be no drop-out concept in MS program and candidates can repeat/re-sit in course(s) and complete the degree in maximum four years with minimum Cumulative GPA of 2.5 (on a scale of 4)

### ➤ **Course Withdrawal Policy**

- Students can withdraw from any registered course(s) after taking maximum classes of 12 credit hours of that course(s)
- Withdraw course(s) will not be mentioned in the transcript of the student.
- Fee of withdrawal course(s) will be adjusted / refunded to the students.
- In case of attending any course for more than 12 credit hours, full fee of the course will be charged.

### ➤ **Attendance Policy:**

The scholars are allowed for not more than 6 (Six) absences in the course of a regular semester.

## **DEPARTMENT OF COMPUTER SCIENCE:**

### **Mission Statement:**

“The mission of Computer Science Department is to provide quality education in both theory and applications of computer science, information technology and software engineering to serve the community. We aim to integrate with other departments for achieving knowledge as a whole. We strive to equip our graduates with awareness of ethical norms and technological skills to promote their entrepreneurial behavior and leadership expertise.”

### **Goals and Objectives of the Degree Programs**

#### **Goals and objectives of Bachelors of Science (Computer Science) BS (CS)**

##### 1. Adequate Domain Knowledge:

To produce graduates who possess adequate knowledge and skills to qualify to become competent applications developer, database programmer / designer, systems developer / analyst or network administrator / manager etc. The objectives of this goal are to produce graduates having:

- a. Knowledge of core computing, mathematics, and science fitting to the discipline.
- b. Ability to apply acquired knowledge in developing solutions using state-of-the-art methods, techniques, skills, and tools.
- c. Skills to construct software programs using latest programming languages.

##### 2. Critical Analysis and Problem Solution:

To produce graduates who can critically analyze a problem, and develop appropriate computer-based solution by identifying the computing requirements for that solution. The objectives of this goal are to produce graduates having:

- a. Ability to critically analyze a problem, identify computing requirements for its different solutions and apply the most optimized solution.
- b. Ability to design, implements, and evaluate computer-based system solutions.
- c. Ability to apply design and development principles in the construction of automated solutions for various problems.

##### 3. Multidisciplinary Approach:

To familiarize graduates with multi-disciplinary work style. The objectives of this goal are to produce graduates having:

- a. Ability to work effectively in multidisciplinary teams to accomplish a common goal.
- b. Sufficient domain knowledge of relevant disciplines.
- c. Skills to use software project management tools and methods

##### 4. Aware of state-of-the-art Technologies:

To produce graduates well aware of technological advancements in the field of computer science that enables them in decision making. The objectives of this goal are to produce graduates having:

- a. Awareness of emerging trends and changes in computing domain.
- b. Ability to conceive and select market oriented projects for Final Year Projects
- c. Skill to provide effective consultations to organizations requiring computer-based solutions.

5. Effective Communication:

To produce graduates who can effectively communicate their ideas and work, both orally and in writing. The objectives of this goal are to produce:

- a. Graduates who communicate effectively with diverse stakeholders
- b. Graduates who possess ability to write research proposal and project reports.
- c. Graduates who possess ability to present research and development work.

6. Ethical Values:

To produce graduates well aware of professional, ethical, legal, security and social dimensions. The objectives of this goal are to produce graduates having:

- a. Ability to demonstrate professional approach in work at Institute as well as at workplace.
- b. Ability to exhibit ethical behavior within colleagues, Institution, workplace and society.
- c. Ability to realize the legal values for using software and other intellectual properties.

7. Society Services:

To sensitize the graduates about the impact of their technological work on society and environment. The objectives of this goal are to produce graduates having:

- a. Skills to identify real-world problems and provide computing solutions for these problems.
- b. Skills to understand current environmental issues of today's electronic world.

**Goals and objectives of Bachelors of Science (Software Engineering) BS (SE)**

The main goals of BS (Software Engineering) program are:

1. Adequate Domain Knowledge:

To produce graduates who possess adequate knowledge and skills to qualify to become a competent software engineer, applications developer, systems developer / analyst. The objectives of this goal are to produce graduates having:

- a. Knowledge of core software engineering, mathematics, and science, fitting to the discipline.
- b. Ability to apply this knowledge in developing software solutions using state-of-the-art methods, techniques, skills, and tools.
- c. Skills to construct software programs using latest high level programming languages.

2. Critical Analysis and Problem Solution:

To produce graduates who can critically analyze a problem, and develop appropriate software solution by identifying the software requirements for that solution. The objectives of this goal are to produce graduates having:

- a. Ability to critically analyze a problem, identify software requirements for its different solutions and apply the most optimized solution
- b. Ability to design, implement, and evaluate a software solution.
- c. Ability to apply design and development principles in the construction of automated software solutions for various problems.

3. Software engineering Tools and methods:

To produce graduates who can use appropriate software engineering tools and methods to model, simulate and test their design. The objectives of this goal are to produce graduates having:

- a. Ability to use diverse software engineering tools and techniques.
- b. Skills to use various simulations applications and packages
- c. Awareness of software development life cycle and CASE tools.
- d. Awareness of software quality assurance standards.

4. Aware of state-of-the-art Technologies:

To produce graduates well aware of technological advancements in the field of Software Engineering that enables them in decision making.

- a. Consciousness of current trends and changes in computing domain. Ability to select market oriented projects for FYPs
- b. Skills to offer effective consultations to organizations requiring computer-based solutions.

5. Effective Communication:

To produce graduates who can effectively communicate their ideas and work, both orally and in writing. The objectives of this goal are to produce:

- a. Graduates who can communicate effectively with a range of audiences
- b. Graduates who possess ability to write research and development reports. Ability to present research and development work.

6. Ethical Values:

To produce graduates well aware of professional, ethical, legal, security and social paradigms. The objectives of this goal are to produce graduates having:

- a. Ability to demonstrate professional approach in research and development work at Institute as well as at workplace.
- b. Ability to reflect ethical behavior among colleagues, Institution, workplace and general society.
- c. Ability to realize the legal values for using software and other intellectual properties.
- d. Ability to properly serve the society through the application of computer technology.

7. Society Services:

To sensitize the graduates about the impact of their technological work on society and environment. The objectives of this goal are to produce graduates having:

- a. Skills to identify social problems and provide computing solutions for these problems.
- b. Skills to understand the needs for current society and environment of today's electronic world.

## **MS & PhD PROGRAM**

### **Vision**

To produce high-class scholars, industrialists and citizens who will utilize their knowledge of problem solving for the benefit of mankind.

### **Mission Statement**

The mission of the MS/PhD program offered by Faculty of Sciences and Information Technology (FSIT) is to develop independent thinkers who can provide leadership in the IT industry or academia, with deep insights in the computer science, a broad perspective in the established and emerging fields of computing, and expertise in fields of their choice.

### **Objectives**

- To develop highly skilled professionals with capability of adapting in the dynamic field of Computer Science.
- To prepare graduates with knowledge, skill and research orientation to pursue advanced studies and research in computer science and related engineering and scientific disciplines.
- To prepare students for the leadership role in the field of Information and Communication Technologies.
- Apply fundamental theory and practical methods to design and develop computer intensive systems.

### **Program Outcomes**

- Graduates will have a solid foundation in computer science with advanced knowledge of one or more areas of specialization.
- Graduates will demonstrate their ability to apply their knowledge to practical problems on projects involving people from different educational and cultural backgrounds.
- Graduates will exhibit cross-cultural communication skills and understand how international and regional differences influence and how work is done in the professional environment.
- Graduates will have capability of effective writing and oral communication skills particularly with respect to preparing, publishing, and presenting technical material to diverse audiences.
- Graduates will exhibit skills for adapting new environments and technologies, adapting to cultural differences, and embracing life-long learning.

## **1. MS in Computer Sciences**

### **Specialization Areas:**

1. Database and Multimedia Systems
2. Computer Networks (CN)

## **2. MS in Software Engineering**

### **Eligibility Criteria for MS (CS/SE)**

Admission is purely merit-based and depends exclusively on the following factors:

- Academic Eligibility
- Performance in the Sukkur IBA Graduate Admission Test
- Interview Performance
- **Academic Eligibility:**
  - **For MS in Computer Science and MS in Software Engineering**
    - BS/B.E., in Computer Science/Engineering, Software Engineering, Telecommunication Engineering, Electrical Engineering, and Electronics Engineering 4 Years Degree Program (min 130 credit hours), or
    - 16-year Science and Engineering graduates are eligible but they have to make good.
  - **Sukkur IBA Graduate Admission Test (SIBAGAT)**
    - The applicant has to appear in Sukkur IBA Admission test that is equivalent to GRE (General and Subjective) test.
    - Followed by comprehensive written test (English, and Mathematics) which is especially designed for deficiency measurement.
  - **Interview Performance:**
    - Only shortlisted applicants will be invited for interview.
    - Finally, applicants will be shortlisted on the basis of their academic performance and admission test scores.
- **Degree Requirements for MS in Computer Sciences (CS) and MS in Software Engineering (SE):**
  - For completion of MS degree, the candidates must fulfill the following requirements:
    - Candidate must have completed MS studies through Thesis work or Project
      - MS with Thesis Work:
        - Candidates must have completed 24 credit hours Course work.
        - Candidate must submit the thesis and defend their thesis after they are approved by the internal and the external examiners.
      - MS with Project Work:
        - Candidates must have completed 27 credit hours Course work.
        - Candidate must submit the Project report and defend in front of Doctoral Committee.
    - Candidate must have cleared two non-credit courses offered as SIBA Core courses
    - Candidate must have cleared NTS-(GAT) test
    - Candidate must secure/maintain minimum Cumulative GPA of 2.2 (on a scale of 4)



**Specialization Areas:**

- 1. Soft Computing**
- 2. Databases and Information Systems**
- 3. Computer Networks**

**PhD (Computer Sciences)**

**Duration: 3 Years, 6 Semesters Credit Hours: 48**

➤ **Overview:**

- The general purpose of the PhD program is to provide an educational experience, which will enable its graduates to develop new knowledge in the discipline.
- PhD candidates are fundamentally driven by their desire to advance the state of the art, and to discover new phenomena, theories and applications that were previously unknown.
- The Sukkur IBA PhD Program puts emphasis on rigorous coursework and high quality research that should be published in peer-reviewed international conferences and journals. A PhD student is encouraged to tackle both course work and research in parallel; success in both these components is a requirement for the award of the PhD degree.
- Following is a list of research topics being offered in the PhD program. This list is not exhaustive and can be changed depending upon faculty interests.
  - Soft Computing
  - Database and Information Systems
  - Computer Networks

➤ **Eligibility Criteria for PhD (Computer Sciences)**

**Admission is purely merit-based and depends exclusively on the following factors:**

- Academic Eligibility
- Performance in the Sukkur IBA Graduate Admission Test
- Interview Performance
- **Academic Eligibility:**
  - MS (Computer Science, Software Engineering, Information Technology) 18 years degree
  - 18-year Computer Science and Engineering graduates are eligible but they have to make good.
  - Student must possess the degree of MS/M.Phil with minimum of 70% or CGPA 3.0 (out of 4.0 in the Semester System)  
or

First Division (in the Annual System) in MS/M.Phil Equivalent is required from the HEC recognized university/institution

➤ **Additional Requirements:**

- GRE (International) Subject Test with minimum 60% Percentile Score  
Or

In the case of GAT Subject test a minimum of 60% marks is required to pass the test

- Two references from the institute/university last attended
- Brief proposal indicating research interests

➤ **Sukkur IBA Graduate Admission Test (SIBAGAT)**

- The applicant has to appear in Sukkur IBA Admission test that is equivalent to GRE (General and Subjective) test
- The test is composed of 50% percent from relative field of subjects and 50% from English and Mathematics.

➤ **Interview Performance:**

- Only shortlisted applicants will be called for interview.
- Finally, applicants will be shortlisted on the basis of their academic performance and admission test scores

➤ **Degree Requirements for PhD in Computer Sciences**

- For completion of PhD degree, the candidates must fulfill the following requirements:

- Candidate must take and pass the PhD Comprehensive Examination after the completion of course work. The comprehensive Examination will be conducted by the Doctoral Committee.

- Candidate of PhD program must have their research work conducted at Sukkur IBA and the research should be accepted by and published in HEC recognized journals. It is also necessary that the research must be accepted prior to final dissertation defence.

- The Candidate must have cleared GRE (International) Subject Test according to HEC criteria.

- After successful completion of the doctoral research, the candidate will present the draft of the PhD dissertation to the Doctoral Committee in the prescribed format. The dissertation will be sent to overseas experts for evaluation, after it approved by PhD Doctoral Committee. After the approval of PhD dissertation by the external examiner, the candidate will be asked to appear for his PhD dissertation defence by making a formal presentation. If required, the Doctoral Committee may recommend changes to be incorporated in dissertation within a permitted time and to be resubmitted to the Doctoral Committee for final approval.

➤ **Distribution of Total Credit Hours**

Category of Area	Credit Hours
Course Work	18
Thesis	30
<b>Total Credit Hours</b>	<b>48</b>

**Scheme of Studies for PhD in Computer Sciences (Credit Hrs.: 48 )**

Note: All courses have 3 credits each

**First Year: Semester I (Credit hrs.: 09 )**

Course Title	Credits Hours
Specialization Core-I	3
Specialization Core-II	3
Seminar-I	3
Total	09

**First Year: Semester II (Credit hrs.: 09 )**

Course Title	Credits Hours
Specialization Elective-I	3
Specialization Elective -II	3
Seminar-II	3
Total	09

**Second Year: Semester III**

Course Title	Credits Hours
Comprehensive Examination	
Writing of Research Proposal for Dissertation	
First Seminar for Proposal	

**Second Year: Semester IV**

Course Title	Credits Hours
Dissertation	

**Third Year: Semester V**

Course Title	Credits Hours
Dissertation	

**Third Year: Semester VI**

Course Title	Credits Hours
Dissertation	

Specialization Electives for Soft Computing

**Category: Soft Computing**

Course Title	Credit Hours	Expected Offering
Advanced Topics in Artificial Intelligence	3	Fall / Spring
Fuzzy Logic	3	Fall / Spring
Neural Networks	3	Fall / Spring
Genetic Algorithms and Evolutionary Computing	3	Fall / Spring
Probabilistic Networks	3	Fall / Spring

**Category: General Electives for Soft Computing**

Course Title	Credit Hours	Expected Offering
Pattern Recognition Techniques	3	Fall / Spring
Computer Vision	3	Fall / Spring
Expert System	3	Fall / Spring
Machine Learning	3	Fall / Spring
Natural Language Processing	3	Fall / Spring

\*Electives (Specialized Areas)-Not limited to the list given above/Subject to the availability of the Faculty

Specialization Electives for Databases and Information Systems

Specialization Core and Specialization Elective courses can be selected from the List of MS Courses

Specialization Electives for Computer Networks

Specialization Core and Specialization Elective courses can be selected from the List of MS Courses

## **DEPARTMENT OF ELECTRICAL ENGINEERING:**

### **Mission Statement:**

“The mission of the Department of Electrical Engineering is to produce high quality engineers through academic excellence and meritorious platform by infusing ethical values, innovative and leadership qualities in the product to address societal needs besides imparting engineering education and research based on sound technical knowledge to contribute in commercial and entrepreneurial ventures.”

### **Goals and Objectives:**

The main goals and objectives of BE (Electrical Engineering) program are to produce engineers:

1. To contribute in the fields of Telecommunication, Electronics, Computer Systems and Power Engineering to add value at national & international levels. The specific objectives are to:
  - a. Acquire and apply professional knowledge in science, mathematics and core disciplines of engineering
  - b. Develop oral & written communication skills and to apply technical knowledge for problem solving and independent learning.
  - c. Appreciate the application of engineering practices to address societal needs.
2. To serve corporate enterprises and to initiate entrepreneurship with their acquired scientific and technical skills. The objectives are to:
  - a. Design & conduct experiments as well as to analyze & interpret data.
  - b. Work with multi-disciplinary teams for socio-economic uplift of the society.
  - c. Develop components, processes and systems to meet the engineering requirements.
  - d. Make use of modern tools needed for effective engineering practices.
3. To understand contemporary issues and the impacts of technology on society and environment. The specific objectives are to produce engineers who possess:
  - a. Up-to-date knowledge of latest issues and emerging technologies.
  - b. Thorough understanding of the humanities and social sciences.
  - c. Awareness of the impacts of products on the environment.
4. To create awareness to promote the national moral and establish legal & ethical practices to help create a crime-free and just society. The specific objectives are to produce engineers who:
  - a. Uphold ethical and moral values in their respective disciplines.
  - b. Understand legal, cultural, ethnic norms.
5. To demonstrate intellectual capabilities in research and practical engineering problems. The specific objectives are to produce engineers who possess the ability to:
  - a. Apply natural and mathematical sciences to solve engineering problems.
  - b. Use the most relevant equipment, engineering tools and techniques.
  - c. Recognize engineering problems and provide suitable solutions.

6. To possess technical engineering skills to function effectively in the work environment as well as in the society. The specific objectives are to produce engineers having capability to:
  - a. Communicate clearly and concisely.
  - b. Lead and work as effective team members.

## **DEPARTMENT: EDUCATION MANAGEMENT**

### **Mission Statement:**

The DoE aims to provide an enabling learning environment embedded with research based practices to develop professionals equipped with innovative instructional and leadership skills to address the educational needs of the community.

### **Vision Statement:**

The DoE is to become a centre of excellence in the field of teacher education, educational leadership & management and educational research to produce dynamic educational professionals and raise the standards of education at local, national and international levels.

### **Values Statement:**

The DoE promotes excellence and innovation through professionalism, merit, inclusivity and collaboration. These core values have been explained below.

Value	Definition
<b>1. Inclusiveness</b>	We are open to accept diverse opinions, beliefs, ideologies, persons, knowledge, and approaches in all aspects of our work.
<b>2. Excellence</b>	We strive to perform in the best possible ways with merit and professionalism in available resources.
<b>3. Collaboration</b>	We work with others to achieve common goals in a congenial environment
<b>4. Innovation</b>	We value new ideas and critical thinking

### **Goals**

The broadest goals are:

- \* Develop innovative & effective educational models of school improvement, educational leadership and management, curriculum design & assessment and test them in Pakistani educational contexts and classroom settings to know their maximum benefits.
- \* Build the capacity of schools/educational institutions through relevant and quality programs for effective implementation of educational reforms in order to achieve the maximum benefit for all stakeholders.

- \* Enhance teachers' and teacher educators' professional attitude, status and self-esteem through creating a sense of professionalism, knowledge, competencies, skills, critical thinking, scientific behaviour and decision making power.
  
- \* Assess the impact of all efforts, research results, different techniques, policies implementation and other initiatives to improve the quality of education and finally develop a road map for radical reforms and successful innovations to scale up the education system of Pakistan.

## **Programs at Department of Education and their Eligibility Criteria**

### **B.Ed Degree Programs with Scheme of Studies**

- **(A). B.Ed (Hons) Secondary Four Years**

This degree will be of four years duration and the eligibility criteria of admission will be Higher Secondary Certificate /F.A / F.Sc with minimum 50% marks/second class. The admission will be confirmed on the bases of admission test results.

- **(B). B.Ed Two Years**

This degree will be of Two years duration and the eligibility criteria of admission will be B.A / B.Sc / B.Com / Fourteen years of education in any HEC recognized discipline / Associate Degree in / **Any other Equivalent degree** with minimum 50% marks/second class. The admission will be confirmed on the bases of admission test results.



## **Admission Policy and Procedure:**

### **Welcome to Sukkur IBA:**

You are probably already aware that Sukkur Institute of Business Administration is ranked as 3rd best business School in Pakistan by Higher Education Commission of Pakistan within short span of 7 years.

Sukkur IBA believes on Merit, Quality and Excellence and ranked as 3rd best Business Institutes of Pakistan by Higher Education Commission (HEC) within a short span of 7 Years. Sukkur IBA has never compromised quality in its standard of student intake. Sukkur IBA's aims and objectives are to produce world class graduate who can globally compete, posse's high ethical values and work for the betterment of society. The challenge has been to continue the emphasis on:

- Quality education at an affordable cost
- Association with reputed national and foreign institutions and industries.
- Raises the standard of education through a unique foundation semester
- To produce world class graduates who posses not only knowledge but also be equipped with practical skills and research capabilities and critical thinking.

### **Admission Policy:**

The principal aim of the Admissions Policy of Sukkur Institute of Business Administration is to offer admission to students of the highest intellectual potential, irrespective of social, ethical and financial considerations.

Two further aims are:

- Encourage applications to work hard so they can compete globally and work for the betterment of the society.
- To ensure that each applicant is individually assessed, without partiality or bias, in accordance with the policy of the admission selection criteria of Sukkur IBA.

Once students are admitted, we ensure that they are given the academic, personal and, where appropriate, financial support necessary for successful completion of their course at Sukkur Institute of Business Administration.

Once students have applied then the principle detailed above takes absolute precedence. We will not introduce targets or quotas for people from specific backgrounds as we feel very strongly that applicants should be admitted on academic merit and potential to succeed in their chosen course.

Detailed selection criteria vary from subject to subject but in all we are looking for:

- academic background and potential;
- test performance ;
- commitment and self-discipline.

Every applicant is considered individually in an holistic assessment using all the information available to us:

- their academic record
- test results, where a written test forms part of the assessment;
- performance at interview, if interviewed.

Ultimately, all admissions decisions are based on academic criteria, test and interview results.

To try to ensure that all applicants access up-to-date and factually correct information, we provide exhaustive information about all aspects of our admissions procedures through our extensive range of publications and our website.

The Sukkur IBA offers full-time Business Programs, Information Technology Programs, Engineering Programs, Education Management Programs, Summer Programs, Foundation Course and Short Courses at Campus. It is not uncommon to find entrepreneurs, practicing, government employees, executives and professional and technocrats all attending these programs. The diversity in their work backgrounds makes interaction, inside as well as outside the class, a rich and educative experience. Specialized education programs are conducted for professionals from the corporate world.

The admission policy and procedure acquaints the students with rules, policies and services provided by different departments of the Institute. It provides guidelines to students to know the different programs offered their eligibility criteria and registration and enrollment process.

The policy and procedure for the Admission in various programs / courses of the study at Sukkur Institute of Business Administration, Sukkur is stated below:

# Programs offered:

## DEPARTMENT: BUSINESS ADMINISTRATION

### UNDERGRADUATE PROGRAMS:

<b>BBA</b>	<ul style="list-style-type: none"> <li>▪ <b>Marketing</b></li> <li>▪ <b>HRM</b></li> <li>▪ <b>Finance</b></li> <li>▪ <b>Entrepreneurship</b></li> </ul>
<b>Eligibility Criteria (For BBA)</b>	Candidate must have Intermediate / F.Sc with a minimum of 50% marks passed in annual examination with no supplement and no subject (s) condone by Board OR A level (at least an average of 'C' grade in three principal subjects) OR American High School Diploma (with minimum of 60%) OR An international Baccalaureate (at least 28 points out of 45).
<b>BS</b>	<ul style="list-style-type: none"> <li>▪ <b>Accounting and Finance</b></li> </ul>
<b>Eligibility Criteria (For BS ) (Accounting and Finance)</b>	Candidate must have Intermediate / F.Sc with a minimum of 50% marks passed in annual examination with no supplement and no subject (s) condone by Board OR A level (at least an average of 'C' grade in three principal subjects) OR American High School Diploma (with minimum of 60%) OR An international Baccalaureate (at least 28 points out of 45).

### GRADUATE PROGRAMS:

<b>MBA (2 Years)</b>	<ul style="list-style-type: none"> <li>▪ <b>Marketing</b></li> <li>▪ <b>HRM</b></li> <li>▪ <b>Finance</b></li> <li>▪ <b>Entrepreneurship</b></li> </ul>
<b>Eligibility Criteria For MBA (2 Years)</b>	<p>Candidate must have 16 years of Education with minimum 60% marks or 2.2 CGPA secured in annual examination.</p> <p>Candidate must have cleared NTS (GAT-General) with 50% percentile score as per requirement of HEC.</p> <p>Candidates with 2 years job experience will be given performance.</p>

### MS & PhD PROGRAMS:

<b>MS (Management)</b>	<ul style="list-style-type: none"> <li>▪ <b>Marketing</b></li> <li>▪ <b>HRM</b></li> <li>▪ <b>Finance</b></li> </ul>
<b>Eligibility Criteria For MS (Management)</b>	<ul style="list-style-type: none"> <li>▪ Candidate must have 16 Years of education in relevant field with at least first division or 2.2 CGPA, from any HEC recognized University / Institution</li> <li>▪ Candidate must have cleared NTS (GAT-General) with 50% percentile score as per requirement of HEC.</li> </ul>
<b>PhD (Management)</b>	<ul style="list-style-type: none"> <li>▪ <b>Marketing</b></li> <li>▪ <b>HRM</b></li> <li>▪ <b>Finance</b></li> </ul>
<b>Eligibility Criteria For PhD (Management)</b>	<ul style="list-style-type: none"> <li>▪ Candidates must have 18 Years of education (MS / M.Phil / MBA) with thesis in relevant field with minimum of 70% or 3.0 CGPA from any HEC recognized University / Institution.</li> <li>▪ Candidate must have cleared NTS (GAT-Subjective) or get minimum of 60% percentile score in GRE-Subjective test as per requirement of HEC.</li> </ul>

**DEPARTMENT: COMPUTER SCIENCE  
UNDERGRADUATE PROGRAMS:**

<b>BS</b>	<ul style="list-style-type: none"> <li>▪ <b>Computer Science</b></li> <li>▪ <b>Software Engineering</b></li> </ul>
<b>AD</b>	<ul style="list-style-type: none"> <li>▪ <b>(Associate Degree in Information Technology (Computer Science) at IBA Community College N. Feroze)</b></li> </ul>
<b>Eligibility Criteria (For BS) (CS,SE &amp; IT) &amp; AD</b>	Candidate must have Intermediate / F.Sc with a minimum of 50% marks passed in annual examination with no supplement and no subject (s) condone by Board OR A level (at least an average of 'C' grade in three principal subjects) OR American High School Diploma (with minimum of 60%) OR An international Baccalaureate (at least 28 points out of 45).

**MS & PhD PROGRAMS:**

<b>MS (Computer Science)</b>	<ul style="list-style-type: none"> <li>▪ <b>Computer Science</b></li> <li>▪ <b>Software Engineering</b></li> </ul>
<b>Eligibility Criteria for MS</b>	<ul style="list-style-type: none"> <li>▪ Candidate must have 16 Years of education in relevant field with at least first division or 2.2 CGPA, from any HEC recognized University / Institution.</li> <li>▪ Candidate must have cleared NTS (GAT-General) with 50% percentile score as per requirement of HEC.</li> </ul>
<b>PhD</b> (Computer Science)	<ul style="list-style-type: none"> <li>▪ <b>Computer Science</b></li> </ul>
<b>Eligibility Criteria for PhD</b>	<ul style="list-style-type: none"> <li>▪ Candidates must have 18 Years of education with thesis in relevant field with minimum of 70% or 3.0 CGPA from any HEC recognized University / Institution.</li> <li>▪ Candidate must have cleared NTS (GAT-Subjective) or get minimum of 60% percentile score in GRE-Subjective test as per requirement of HEC.</li> </ul>

**DEPARTMENT: ELECTRICAL ENGINEERING  
UNDERGRADUATE PROGRAMS:**

<b>BE-Electrical Engineering</b>	<p><b>SPECIALIZATIONS:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Electronics</b></li> <li>▪ <b>Telecommunication</b></li> <li>▪ <b>Computer Systems</b></li> <li>▪ <b>Power and Energy</b></li> </ul>
<b>BE Energy Systems</b>	<ul style="list-style-type: none"> <li>▪ <b>(Renewable)</b></li> </ul>
<b>AD</b>	<ul style="list-style-type: none"> <li>❖ <b>(Associate Degree in Electrical Engineering) at IBA Community College N. Feroze</b></li> <li>❖ <b>(Associate Degree in Electronics Engineering) at IBA Community College N. Feroze</b></li> </ul>
<b>Eligibility Criteria (For BE-Electrical Engineering, AD &amp; BE-Energy System)</b>	Candidate must have Intermediate / F.Sc in Pre-Engineering group with a minimum of 60% marks passed in annual examination with no supplement and no subject (s) condone by Board.

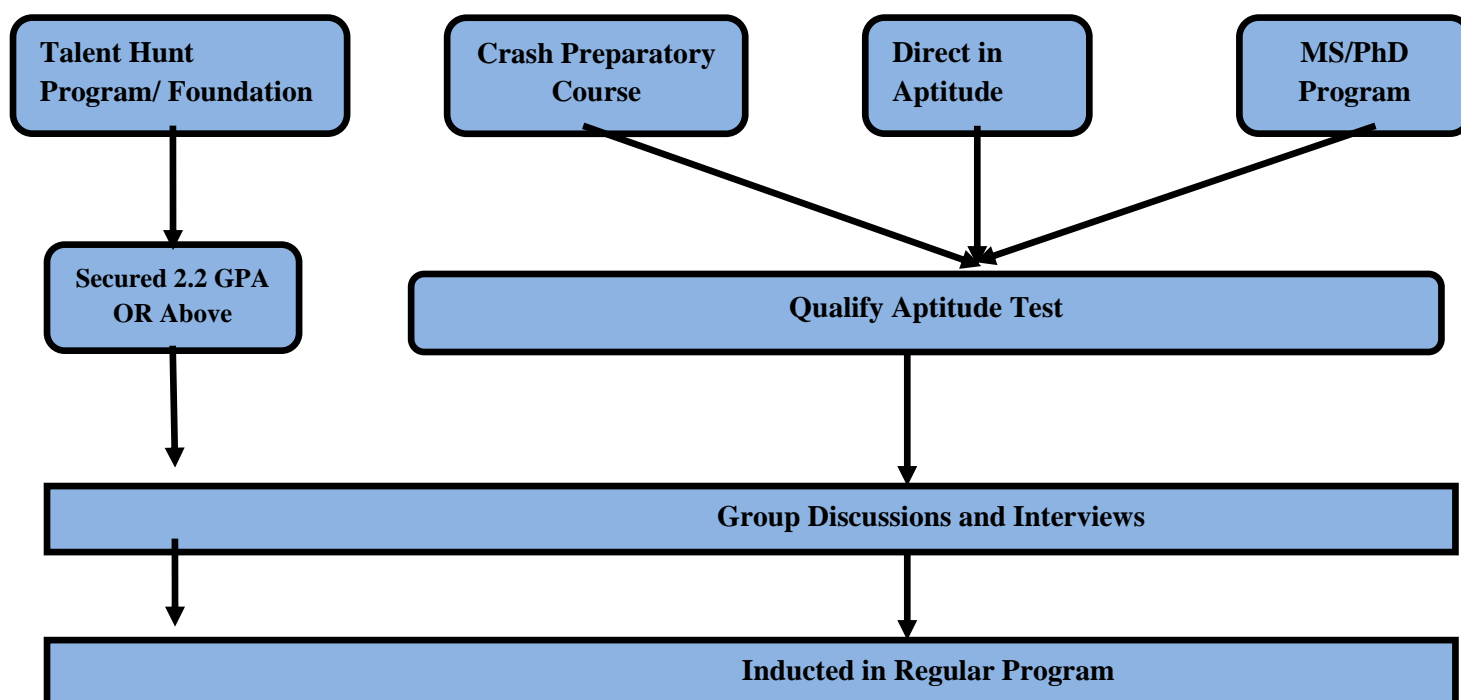
**DEPARTMENT: MATHEMATICS  
UNDERGRADUATE PROGRAMS:**

<b>BS</b>	<ul style="list-style-type: none"> <li>▪ <b>Mathematics</b></li> </ul>
<b>Eligibility Criteria (For BS) (Mathematics)</b>	Candidate must have Intermediate / F.Sc in Pre-Engineering group with a minimum of 50% marks passed in annual examination with no supplement and no subject (s) condone by Board.
<b>Eligibility Criteria for MS (In Applied Mathematics)</b>	<ul style="list-style-type: none"> <li>▪ Candidate must have 16 Years of education in relevant field with at least first division or 2.2 CGPA, from any HEC recognized University / Institution.</li> <li>▪ Candidate must have cleared NTS (GAT-General) with 50% percentile score as per requirement of HEC.</li> </ul>

**DEPARTMENT: EDUCATION MANAGEMENT  
UNDERGRADUATE PROGRAMS:**

<b>B.Ed</b>	<ul style="list-style-type: none"> <li>▪ <b>(Hons) Elementary</b></li> </ul>
<b>Eligibility Criteria (For B.Ed)</b>	Candidate must have Intermediate / F.Sc with a minimum of 50% marks passed in annual examination with no supplement and no subject (s) condone by Board.
<b>B.Ed</b>	<ul style="list-style-type: none"> <li>▪ <b>(2 Years) Extension Program</b></li> </ul>
<b>Eligibility Criteria (For B.Ed)</b>	Candidate must have Associate Degree in Education (ADE-2 Years) with a minimum of 50% marks passed in annual examination with no supplement and no subject (s) condone by Board.

**Admission Procedure:  
PATH TO SURE SUCCESS**



## **ELIGIBILITY CRITERIA FOR ADMISSION AT SUKKUR IBA:**

Candidates are selected for the admission at Sukkur IBA through:

- 1. Foundation Semester (Regular / THP)**
- 2. Direct Appearance in Aptitude Test**

**\* Direct appearance in Aptitude Test:**

Admission will be offered to all those who will appear in the aptitude test and qualify Sukkur IBA written test followed by group discussion and interview will make the candidate eligible for admission in undergraduate and graduate Programs at Sukkur IBA.

**\* Foundation Semester (Regular / THP):**

Candidate must appear and qualify Sukkur IBA written test for Foundation Semester, then will be enrolled for four and half months classes. By Maintaining 2.2 CGPA in foundation semester will make the candidate eligible for admission in undergraduate and graduate programs at Sukkur IBA.

**\* Group discussion and Interview:**

Candidates who qualify written test are evaluated analytically through group discussions in which their communication skills, confidence, maturity and leadership qualities are assessed.

The interview is a way of evaluating an applicant's level of maturity, motivation, interpersonal skills and career focus. It is one of the criteria used in the selection for admission at Sukkur IBA.

- \* Applicants are required to bring the following original documents at the time of the interview:

**For Undergraduate Program:**

- ✓ SSC/O' Levels (or equivalent), certificate with a marks sheets
- ✓ HSC/A' Levels (or equivalent), certificate with a marks sheets (incase of applicants whose final year result have not been announced; first year marks sheet, showing no shortcomings in any subject must be provided)

- ✓ Equivalence certificates must be provided, in case of holders of degree/certificate issued by non Pakistani University/boards.

**For Graduate Program:**

- ✓ Graduation marks sheets (in case of applicants whose final year result have not been announced; first year marks sheet, showing no shortcomings in any subject must be provided)
- ✓ SSC/O' Levels (or equivalent), certificate with a marks sheets  
HSC/A' Levels (or equivalent), certificate with a marks sheets
- ✓ Equivalence certificates must be provided, in case of holder of degree / certificate issued by non Pakistani Universities / Boards.

\* **Registration and Enrollment:**

Students who have been granted admission in any program at Sukkur IBA must submit the following documents to complete the registration and Enrolment process:

**For Undergraduate Program:**

- ✓ SSC/O' Levels (or equivalent certificate/marks Sheet plus and attested copy).
- ✓ HSC/A-Levels (or equivalent) certificate with Mark sheet.
  
- ✓ Migration certificate of the university/university's Board (in case of other Board or .
- ✓ Six copies of recent passport-size photographs
- ✓ Copy of CNIC / B-Form

**For Graduate Program:**

- ✓ Graduation degree or marks sheet (if degree is awaited) signed by the university authorities and attested.
- ✓ SSC/O' Levels (or equivalent certificate/marks Sheet plus and attested copy).
- ✓ HSC/A-Levels (or equivalent) certificate with Mark sheet.
- ✓ Migration certificate of the university/university's Board (in case of other Board or .
- ✓ Six copies of recent passport-size photographs
- ✓ Copy of CNIC / B-Form

The students must produce these documents and pay the fees within the time limit prescribed by the Institute.

**Note:**

- Applicants for undergraduate program must have completed HSC or equivalent at the time of appearing for the interview. Applicants whose final year results have not been announced at the time of the interview should have no short coming in the first year of their HSC / A' Levels (Equivalent) examinations. Such applicants may be granted provisional admission. In case their final exam results are subsequently found not meeting the minimum requirements for the admission at Sukkur IBA, their provisional admission shall stand cancelled and their paid fees will be refunded.
- The Sukkur IBA also accepts applications of the professional degree holders (B.E, M.B.B.S and C.P.A., etc.) on the merit basis.
- Sukkur IBA do not accept any credit transfer from any other University / Institution.
- Students are selected totally on merit basis and availability of seats.

**CERTIFICATE COURSES (SUNDAY IT / SUNDAY ENGLISH FOR ALL (SEFA))**

Sunday IT program offers different courses like CCNA, Web Designing, .Net Technology & MCAD for students as well as for professional. Sunday English for All is also offered for the students and professional to improve their English Composition, Communication skills and Presentation Skills.

**FOUNDATION PROGRAM:**

Sukkur IBA is running Foundation Semester (Zero Semester) before giving admissions in the regular programs for four years, which has produced excellent results in developing the skills of students and reduced the dropping ratio of students.

**CRASH PROGRAM:**

Sukkur IBA offers this program for the preparation of Direct Entry Test. In this program four subjects are taught, English, Math, General Knowledge and IQ. This program is of one Month offered in June of every year.



# **SUMMER PROGRAM-2014**

## **Welcome Letter**

Dear Students, Parents and Teachers,

On behalf of the Management team at Sukkur IBA , we would like to extend a warm welcome to all incoming students. We hope you will have an enriching and rewarding experience at our summer programme and will be able to utilize it as a springboard for launching your respective careers.

The objective of our summer programme is to provide students an opportunity to receive intensive academic training from expert academics in various fields at Sukkur Institute of Business Administration, one of the leading centres of learning in the Pakistan. Sukkur IBA believes on Merit, Quality and Excellence and ranked as 3rd best Business Institute in Pakistan by Higher Education Commission within a span of 7 Years.

## **Fields in Summer Program:**

Sukkur IBA, an Institute known for the quality education, enviable academic environment and wonderful infrastructure has been contributing in the economic development of Pakistan for last 16 Years by imparting quality education. Our Summer Program offers an opportunity to business executives, managers and other professionals to enhance their professional skills and also provides students an opportunity to take advance credits and help cover their academic deficiencies.

We offer comprehensive range of courses under different fields mentioned below:

## **Fields of Study:**

- \* Accounting
- \* Management
- \* Human Resource Management
- \* Finance
- \* Marketing
- \* Economics
- \* Entrepreneurship
- \* English and Communication
- \* Social Sciences
- \* Computer Science
- \* Mathematics and Statistics
- \* Electrical Engineering

## Courses in Summer Program:

Accounting	Marketing
<input type="checkbox"/> Principles of Accounting-I <input type="checkbox"/> Principles of Accounting-II <input type="checkbox"/> Financial Accounting-I <input type="checkbox"/> Financial Accounting & Information <input type="checkbox"/> Fundamentals of Managerial Accounting <input type="checkbox"/> Managerial Accounting <input type="checkbox"/> Managerial Accounting for Decision Making <input type="checkbox"/> Corporate Accounting	<input type="checkbox"/> Principles of Marketing <input type="checkbox"/> Export Marketing <input type="checkbox"/> Brand Management <input type="checkbox"/> Consumer Behavior <input type="checkbox"/> Sales Management <input type="checkbox"/> Advertising Management <input type="checkbox"/> Personal Selling <input type="checkbox"/> Service Marketing <input type="checkbox"/> SAP-Sales and Distribution <input type="checkbox"/> Agri Marketing <input type="checkbox"/> Entrepreneurship Marketing <input type="checkbox"/> Social Marketing
Management	Human Resource Management
<input type="checkbox"/> Principles of Management <input type="checkbox"/> Change Management <input type="checkbox"/> Organizational Behavior <input type="checkbox"/> Comparative Management <input type="checkbox"/> Managerial Policy <input type="checkbox"/> Production Management <input type="checkbox"/> Methods in Business Research <input type="checkbox"/> Strategic Management <input type="checkbox"/> Supply Chain Management <input type="checkbox"/> Corporate Strategy <input type="checkbox"/> SAP-Material Management <input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Performance Management <input type="checkbox"/> Recruitment & Selection techniques <input type="checkbox"/> Industrial Relations & Labor Laws <input type="checkbox"/> Leadership & Team-work <input type="checkbox"/> Training & Development techniques <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Compensation & Benefit Management <input type="checkbox"/> SAP-Human Resource Capital Management
Finance	Economics
<input type="checkbox"/> Introduction to Business Finance <input type="checkbox"/> Financial Management <input type="checkbox"/> Corporate Finance <input type="checkbox"/> Security Analysis <input type="checkbox"/> Financial Institutions & Markets <input type="checkbox"/> SAP-Financial Information & Confirmation <input type="checkbox"/> Strategic Financial Management <input type="checkbox"/> Financial Reporting and Analysis <input type="checkbox"/> Advance Corporate Finance <input type="checkbox"/> Portfolio Management	<input type="checkbox"/> Principles of Macroeconomics <input type="checkbox"/> Principles of Microeconomics <input type="checkbox"/> Development Economics <input type="checkbox"/> Managerial Economics <input type="checkbox"/> Econometrics <input type="checkbox"/> Engineering Economics & Management <input type="checkbox"/> Management & Organization of Pakistan Economy <input type="checkbox"/> Analysis of Pakistan Industries
Social Sciences & Others	English & Communication
<input type="checkbox"/> Social Psychology <input type="checkbox"/> Human Behavior <input type="checkbox"/> Pakistan History <input type="checkbox"/> Pakistan Studies & Islamic Studies	<input type="checkbox"/> English Grammar <input type="checkbox"/> English Composition <input type="checkbox"/> Business Communication <input type="checkbox"/> Speech Communication <input type="checkbox"/> Communication & Presentation Skills

English & Communication	Mathematics and Statistics
<input type="checkbox"/> Business & Technical Writing Skills <input type="checkbox"/> English Phonetics <input type="checkbox"/> Functional English	<input type="checkbox"/> Linear Algebra and Differential Equation <input type="checkbox"/> Linear Algebra
Computer Science	Electrical Engineering
<input type="checkbox"/> Computer Architecture <input type="checkbox"/> Computer Communication and Networks <input type="checkbox"/> Network Security & Cryptography <input type="checkbox"/> Database Management Systems <input type="checkbox"/> Introduction to Programming <input type="checkbox"/> Object-Oriented Analysis and Design <input type="checkbox"/> Web Engineering <input type="checkbox"/> Management Information Systems <input type="checkbox"/> Computer Graphics and Animation <input type="checkbox"/> Analysis of Algorithm <input type="checkbox"/> Data Structure and Application <input type="checkbox"/> Object Oriented Programing <input type="checkbox"/> Software Engineering <input type="checkbox"/> Human Computer Interaction <input type="checkbox"/> Assembly Language <input type="checkbox"/> Algorithms and Data Structures <input type="checkbox"/> Introduction to ICT (Information and Communication Tech) <input type="checkbox"/> Mobile Application Development <input type="checkbox"/> Computer Applications to Business <input type="checkbox"/> Simulation and Modeling	<input type="checkbox"/> Analog & Digital Communication <input type="checkbox"/> Computer Aided Engineering Drawing <input type="checkbox"/> Fundamentals of Telecommunication <input type="checkbox"/> Wireless & Mobile Communication <input type="checkbox"/> Business Telecommunication <input type="checkbox"/> Signals & Systems <input type="checkbox"/> Microwave and Radar Engineering <input type="checkbox"/> Optical Communication <input type="checkbox"/> Mobile & Pervasive Computing <input type="checkbox"/> E-Business Management <input type="checkbox"/> Basic Electronics <input type="checkbox"/> Circuit Analysis <input type="checkbox"/> Digital Logic Design <input type="checkbox"/> Electronic Devices & Circuits <input type="checkbox"/> Electromagnetic Theory <input type="checkbox"/> Micro-processor & Interfacing Techniques <input type="checkbox"/> Electronic Circuit Design <input type="checkbox"/> Amplifiers and Oscillators <input type="checkbox"/> Instrumentation and Measurement <input type="checkbox"/> Antena and Wave Propagation
Mathematics and Statistics	<input type="checkbox"/> Microwave and Redar Engineering <input type="checkbox"/> CAED (Computer Aided Engineering Drawing) <input type="checkbox"/> Workshop Practice <input type="checkbox"/> Digital Signal Processing <input type="checkbox"/> Linear Circuit Analysis <input type="checkbox"/> Network Circuit Analysis <input type="checkbox"/> Telecom Switching and Transmission

### **Why our Summer Program:**

**Our Summer Program has a number of advantages and there are several reasons why you should attend this. Below are a few of the areas where we believe our strengths lie:**

- ❖ Alongside the courses we offer, we also provide expert advice to students on applying to Sukkur IBA for their undergraduate studies and Graduate Studies and what career paths would suit their intellectual abilities.
- ❖ Our program emphasizes the development of soft skills such as networking, team working and leadership.
- ❖ We train our students in special techniques for improving performance at interviews.
- ❖ We encourage active participation in class discussions so that every student gets to make an individual contribution.
- ❖ Train our students to develop their critical thinking skills and question established theories and concepts.
- ❖ We use latest teaching techniques that make learning a fun and interactive process and include a number of co-curricular activities.

#### **Note:**

- ❖ Summer Course will be offered at minimum five registrations in that course.
- ❖ For final year students that may be relaxed subject to condition that students submit the fee of remaining students.

## **SCHOLARSHIPS AND FINANCIAL ASSISTANCE ARE OFFERED TO STUDENTS:**

### **SCHOLARSHIP OPPORTUNITIES:**

- \* Sindh Endowment Fund Scholarship
- \* LU Continental Biscuit Scholarship
- \* HEC USAID Merit & Need based Scholarship Program
- \* HEC- Needs & Merit Based Scholarship
- National ICT R&D Fund Scholarship:
- \* National ICT R&D Fund Scholarship Program 2010
- \* PM-National ICT R&D Fund Scholarship Program Fall 2011
- \* PM-National ICT R&D Fund Scholarship Program 2011  
( Extended for Spring 2012)
- \* PM-National ICT R&D Fund Scholarship Program 2012 ( Fall Intake)
- \* PM-National ICT R& Fund Scholarship Program Fall 2013
- \* United Bank Limited Scholarship Program
- \* Shell Scholarship Program
- \* Ayesha Memon Scholarship Program
- \* SSGC Scholarship Program
- \* Mr. Ahmed Ali Sheikh Scholarship Program
- \* Individual Scholarship Program
- \* Mr. Usman Ghani Khatri & Abdul Ghaffar Bhadelia Scholarship Program
- \* Rural Education & Health Development Society
- \* Mera Passion Pakistan Scholarship Program
- \* Meezan Bank “ Ihsan Trust” Students Loan
- \* Sindh Small Cottage & Industry Sukkur
- \* SANA FAME Scholarship Program
- \* Mr. Pehlaj Roy Scholarship Program

## **WHY STUDY AT SUKKUR IBA**

- Learn the skills and abilities that are needed in today's work place and fundamental concepts that will be important for decades to come.
- We provide the educational foundation necessary for life-long learning.
- We strive to integrate research and education so that research contributes tangibility to the undergraduate and graduate curriculum, keeping it continually up-to-date.
- Through Research and innovation, we create collaborate bridges across Sukkur IBA and educate to the next generation.
- Through research and innovation, we create collaborative bridges across Sukkur IBA and educate the next generation of global leaders.

## **ACADEMIC ACHIEVEMNET:**

- \* HEC ranked us as 3rd best business schools in Pakistan.
- \* Case Based Teaching Methodology.
- \* Special Focus on Faculty Development.
- \* 30 Faculty Members pursuing MS Leading to Ph.D. in top foreign universities sponsored by Sukkur IBA through Faculty Development Program.
- \* Establishment of Career Development Center (CDC).
- \* Establishment of Center for Entrepreneurial Leadership and Incubation.
- \* Introduced degree program in Entrepreneurship.
- \* Introduced degree program in Agri-Business
- \* Establishment of Department of Education Management.
- \* Quality Enhancement Cell (QEC).
- \* Membership of AACSB (Association to Advance Collegiate Schools of Business).
- \* Membership of Programs by National Business Education Accreditation Council (NBEAC).

- \* Accreditation of programs by National Computing Education Accreditation Council (NCEAC), which awarded the Highest category "W" to Sukkur IBA's Computer Science programs.
- \* Accreditation of Engineering Program by Pakistan Engineering Council (PEC).
- \* Academic Linkages with Asian Institute of Technology, Bangkok, University of British Columbia, Simon Fraser University Canada and Kent University, UK.
- \* Network of Four Community Colleges in under-developed districts
- \* Campus Management Solution & Learning Management Software
- \* Credit Course through video conferencing facility from Professors of USA, UK and Ireland.
- \* NBEAC (National Business Education Accreditation Council) has awarded the accreditation to Sukkur IBA and awarded "W" category to the Business Administration Degree Programs (BBA & MBA) which is the top most ranking category.
- \* WWF certifies Sukkur IBA as the first Green Office / Campus across Pakistan.
- \* Center for Entrepreneurship and Incubation (CELInc.) at Sukkur IBA in collaboration with Higher Education Commission (HEC) of Pakistan established a Business Incubation Center (BIC).

**Disclaimer:**

The Competent authority of Sukkur IBA reserves all rights to change and update any data and information presented herein and also amend the policies given herein.

## **DROP OUT POLICY**

The proposed dropout policy for business department is as under:

### **For BBA (4 Years)/BS (04 Years)/BE (04 Years)/MBA (4 Years) Program**

1. If any of the students is dropped during 1<sup>st</sup> or 2<sup>nd</sup> year of program, he/she may rejoin the program from the 1<sup>st</sup> semester without appearing in the entry test.
2. If any of the students is dropped during the 3<sup>rd</sup> or 4<sup>th</sup> year of program, he/she may be regulated under the term back policy.

### **For MBA (2 Years) Program**

1. In this program, if any of the students is dropped during 1<sup>st</sup> year of program, he/she may rejoin from in the 1<sup>st</sup> semester without appearing in the entry test.
2. If any of the students is dropped in the 2<sup>nd</sup> year of program, he/she may be regulated under the term back policy.

### **For EMBA (2 Years) Program**

In this program the drop out policy may be different from the regular programs at Sukkur IBA.

1. Students of this program have to maintain minimum of 2.2 CGPA.
2. Only Two Probations will be allowed to EMBA students like in our regular program.
3. If students are awarded with “F” grade in any of the course(s), then the grading of that course will not be included in the CGPA calculation.
4. If the any of the EMBA candidates failed to fulfill the above mentioned criteria, he/she will be dropped.
5. If any of the students is dropped during 1<sup>st</sup> year of program, he/she may rejoin from in the 1<sup>st</sup> semester without appearing in the entry test.
6. If any of the students is dropped in the 2<sup>nd</sup> year of program, he/she may be regulated under the term back policy.



## FEE REFUND POLICY:



**Sukkur Institute of Business Administration**

MERIT - QUALITY - EXCELLENCE



No: SUK-IBA/Rgv/1227/12


Dated 17 - 09 - 2012

### NOTIFICATION

This is notified information to all the student, parents and teachers of the University/Institute that the Higher Education Commission (HEC) has announced the policy of **Fee Refund** on National Level in all HEIs of Pakistan under the Agenda Item#03 of the 27<sup>th</sup> meeting of the Commission held on August 27, 2012 as per following schedule:

%age of Tuition Fee	Timeline For Semester/Trimester System	Timeline for Annual System
Full (100%) Fee Refund	Up to 7 <sup>th</sup> day of convene of classes	Up to 15 <sup>th</sup> day of convene of classes
Half (50%) Fee Refund	From 8 <sup>th</sup> – 15 <sup>th</sup> day of convene of classes	From 16 <sup>th</sup> – 30 <sup>th</sup> day of convene of classes
No Fee (0%) Refund	From 16 <sup>th</sup> Day of convene of classes	From 31 <sup>st</sup> day of convene of classes

Sukkur IBA has adopted above fee refund policy with immediate effect.

  
**Engr. Zahid Hussain Khand**  
Registrar  
Sukkur IBA

Cc to:

1. PS to Director
2. All HoDs
3. Treasurer
4. Internal Auditor
5. Controller of Examinations
6. Director CDC
7. All Notice Boards
8. Admission Office
9. All Concerned

Sukkur IBA - Airport Road Sukkur-65200, Pakistan UAN: +92-71 (111-785-422) Tel: +92-71-5630272-5633490, 5633492  
Fax: +92-71-5632465 E-mail: info@iba-suk.edu.pk Website: <http://www.iba-suk.edu.pk>

## 7. Evaluation and Grading

The performance of students is evaluated through a system of continuous testing spread over the entire period of studies. In addition to the final examination given at the end of each semester, students are tested through term examinations, a series of short quizzes, class discussions, written assignments, research reports, presentation in different topics etc all which contribute to the final grade.

Students have to sit for two mid-term examinations for each course every semester (score of both term examinations are counted towards the final grade).

A number of surprise quizzes are also conducted during the semester to assess the performance of the students.

To rate student's academic performance, the following grades are applied, which are subject to change at Sukkur IBA's discretion;

<b>Grade</b>	<b>Percentage</b>	<b>CGPA</b>
A	93 – 100	4.00
A-	87 - 92	3.67
B+	82 - 86	3.33
B	77 - 81	3.00
B-	72 - 76	2.67
C+	68 - 71	2.33
C	64 - 67	2.00
C-	60 - 63	1.67
F	0 - 59	0

In determining the course grade, sixty percent of the final grade is based on the semester work and 40 percent is on the semester final examination. The Institute may modify weights assigned to the semester final examination and semester work for courses. If the requirements of the courses are not met within the semester, the student receive 'F' grade. No make-up examination is allowed in any case under any circumstances for students.

A Cumulative Grade Point Average (CGPA) is computed at the end of the semester for all students. Final letter grade for practical exam in each course is converted to grade points on the following basis.

Grade	Percentage / Marks	CGPA
A	46 – 50	4.00
A-	44 - 45	3.67
B+	42 - 43	3.33
B	39 - 41	3.00
B-	37 - 38	2.67
C+	35 - 36	2.33
C	32 - 34	2.00
C-	30 - 31	1.67
F	0 - 29	0

The CGPA is computed as follows:

Sum of (credit hrs x grade points) / Sum of Credit hours

### Minimum CGPA Requirements

A student must have maintained a minimum CGPA of 2.2 on the cumulative basis during his / her stay at the Sukkur IBA. Any student with a CGPA of less than 2.0 is dropped from the rolls of the Institute.

A student securing a CGPA between 2.0 and 2.2 is put on probation for one semester and required to improve his / her CGPA and bring it to the required minimum 2.2 in the following semester. No semester break is allowed during this time.

If a probationer shows an improvement / count his / her CGPA is still below 2.2 his / her probation may be extended for another semester. If he / she still fail to improve C his / her GPA 2.2 by the end of the next semester, he / she will be dropped from the rolls of the Institute.

If a student fails to pass certain courses and yet manages to maintain his / her GPA equal to or above 2.2 he / she is allowed to repeat and clear' the course (s) or substitute (s), whatever permissible, before the degree is awarded to him / her. The GPA and CGPA is computed at the end of each semester including the summer semesters that a student enrolls in.

For the subjects having Lab component, students must pass the subjects with minimum GPA in both theory and practical. If any student fails in any component (Theory/Practical), he/she has to repeat the course both theory and practical.

### **50% Marks policy in final result**

Students are required to secure 50% marks out of Total marks in i.e (40/50) final result of every subject to improve quality of education.

### **8. Internship Evaluation**

The summer internships for full-time students are closely monitored and evaluated. Interns are encouraged to discuss their problems with the faculty members during the follow-up meetings arranged for this purpose during the internship period. Faculty members frequently visit the organizations to keep abreast of the progress of internees. At the end of internship, students submit an internship report, certificate and are also interviewed in detail. Feedback about the performance of the internee is also obtained from the supervisors of the internee. A final grade is awarded to the internee on the basis of the interview, the follow-up meetings and visits, the internship report and the company's supervision's evaluation.

### **9. Comprehensive Examination**

All students have to pass the Comprehensive Examination as a partial requirement for the MBA degree.

- a. A student must pass the comprehensive examination within 05 years after completing the course work.
- b. There shall be no restriction on number of attempts in the allowed period of time.
- c. Degree is not issued if student does not pass the Comprehensive Examination, only provisional transcript may be issued.
- d. Comprehensive examination shall be held on the second Sunday of July and February of every year.

### **10. General Rules for Full-time Students**

#### **a. Attendance**

The provision of absences is for emergencies such as late comings or sickness during a semester. These cannot be used on the first day of the semester or before midterm / final examinations. Students are required to attend lectures, laboratory sessions, seminars and fieldwork as may be specified for each course regularly each semester. In case a student accumulates more than six absences in courses, or three during summer courses, he / she is awarded "F" Grade in the particular course. The teachers take attendance online through CMS system in each class (of one hour) late comers are marked absent: No excuse is accepted in this regard.

#### **b. Withdrawal from a Course**

Students are allowed to withdraw from one course in a semester if such withdrawal helps the student in improving his / her performance in the remaining courses. The withdrawal must be sought on prescribed form after the 2<sup>nd</sup> midterm examinations. Withdrawal from a course is not treated as a failure. However, once a student has accumulated more than six absences in any course, he/she is not allowed to withdraw from that course and is awarded as 'F' Grade.

c. **Improvement of Grades**

The students are allowed to repeat courses with (C, C-) grades for improvement. The repetition of courses is however not allowed to students dropping out in the same semester.

d. **Policy on Cheating**

The Sukkur IBA maintains a very strict policy on academic improprieties. Based on its zero-tolerance for such activity, any student found cheating or using unfair means is expelled from the Sukkur IBA and is not eligible for readmission.

e. **Summer Semester**

Students undertaking an internship during the summer semester are not allowed to register for an advanced credit or additional course. However, such students are allowed to remove deficiency in one course during the summer semester.

Students not doing an internship can clear up to two deficiencies, in the summer semester.

Students may withdraw from one course during the summer semester. Withdrawal should be sought within a week of the midterm examination.

f. **Make-up Examination**

A make-up for the semester final examination is not allowed in any case or circumstances.

g. **Transcript of Record**

Students can get a transcript of their grades at Institute within two weeks. Urgently required transcripts can be obtained within three working days on payment of prescribed fee.

11. **Procedure for Issuance of Degree**

a. The applicant is required to enclose the following documents with the application form:

- (1) Original Enrolment Card.
- (2) Attested photocopy of Transcript

b. The applicant should fill up his / her name and father's name as entered in the Enrolment Card

c. **Duplicate Degree**

The Duplicate Degree can be issued on prescribed application form along with

- (1) An attested photocopy of lost degree
- (2) An affidavit on a stamp paper of Rs. 20/- duly attested by, a First Class Magistrate.
- (3) Original cutting of the newspaper announcing the loss of the degree.

In the absence of a photocopy of lost degree the applicant is required to submit all documents as mentioned under Serial No. a & b.

d. **Fee**

Candidates are required to deposit the prescribed fee through directly into the institute of Sukkur Institute of Business Administration, bank accounts designated for, this purpose. (PAYMENT THROUGH CHEQUE / CASH WILL NOT BE ACCEPTABLE).

e. **Duplicate Degree Fee**

An additional prescribed fee besides ordinary fee.

f. **Urgent Degree Fee**

An additional prescribed fee besides ordinary fee.

g. **Time for Issuance of the Degree**

**Ordinary:** One month

**Urgent:** 10 days

Degree shall be issued only to the student in person or to a person duly authorized by the student.

h. **Eligibility**

- (1) Enrolment with Sukkur IBA.
- (2) Passing the comprehensive examination (For MBA)
- (3) Completion of complete course work.

12. **Migration**

- a. Students desiring to leave the Sukkur IBA shall apply to the Controller of Examination with necessary fee giving reasons, in the application.
- b. No migration certificate will be issued to a student who has been debarred from appearing an examination or expelled from the Sukkur IBA for misconduct, till such time as the period of punishment lasts.
- c. If a student after taking a migration certificate does not join any other University and wishes to re-join Sukkur IBA he / she will surrender the migration certificate issued to him / her and his / her name may be restored in the Register of Students after payment of the prescribed enrolment fee.

## **THE CONDUCT OF EXAMINATIONS**

### **1. Preamble**

Whereas it is necessary to maintain integrity of the system of examinations and evaluation at all levels of education and to create utmost trust in the degrees, diplomas and certificates awarded by the Institute, and whereas all examinations must be conducted in an environment of maximum fairness, the ensuring Regulations define acts of unfair-means in examinations, prescribe penalties and lay down procedure for due process against violators of the integrity of the examination system.

### **2. Title**

These regulations, framed in pursuance of Section 23 (1) (c) of the Sukkur Institute of Business Administration Gazette / Act XVIII of 2006, for the establishment of the Sukkur Institute of Business Administration, shall be called “Sukkur Institute of Business Administration Regulation Relating to the Use of Unfair-Means and Academic Dishonesty in the Examinations, 2006.”

### **3. Commencement**

These Regulations shall come into force with immediate effect.

### **4. Applications**

These Regulations shall apply to all students of the Institute.

### **5. Definitions**

In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:

- (a) “Campus” means a Constituent Campus of the Institute;
- (b) “Campus Unfair-Means Control Committee” means a Committee constituted on a campus for the stated purpose, and hereinafter shall be referred to as the Committee in these Regulations;
- (c) “Institute” means the Sukkur Institute of Business Administration;
- (d) “Officer In charge of Examinations” means and officer appointed as such on a campus, for the stated purpose and hereinafter shall be referred to as the Secretary of the Committee, under these Regulations;
- (e) “Director” means the Director of the Institute;
- (f) “Student” means a student of the Institute;
- (g) “Teacher” means Professors, Associate Professors, Assistant Professors, Lecturers, Lab Engineers and Research Staff, engaged on whole time basis by

the Institute for teaching at the Institute, and such other persons as may be recognized to be Teachers by the Senate.

All other terms and expressions used in these Regulations shall have the same meaning as assigned to them under Section 2 of the Sukkur Institute of Business Administration Gazette / Act XVIII of 2006.

## 6. **Unfair Means in Examinations**

The following shall constitute acts of unfair-means during an examination:

- (a) Using hand signals during an examination.
- (b) Procuring or divulging information to a student pertaining to the examination question paper.
- (c) Concealing notes on clothing, hands, caps, shoes or in pockets.
- (d) Supplying to a student during his / her examinations, answer to a question that may or may not be contained in the question paper.
- (e) Copying from any paper, book or note, or any electric device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- (f) Possessing papers, books notes, any electric device, mobile phone, or any materials which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
- (g) Giving or receiving unlawful assistance during an examination.
- (h) Impersonating or falsely representing a student in the examination.
- (i) Replacing an answer book or any portion thereof.
- (j) Mutilating an answer book by way of tearing off pages.
- (k) Impeding the progress of an examination by any means whatsoever.
- (l) Assaulting or threatening to assault any person in charge of an examination.
- (m) Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- (n) Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- (o) Approaching or influencing an employee of the Institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- (p) Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or barrowed facts, information, or prose.
- (q) Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute, or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- (r) Any such offence which is deemed to constitute the use of unfair-means.

## 7. **Committee to Deal with the Use of Unfair Means**

- (a) The Campus Unfair-Means Control Committee shall normally consist of:
  - (i) Chairman/Head of a Department, Chairman  
to be nominated by the Director,



- as the case may be
- (ii) Three teachers from different Departments  
to be nominated by the Director, Members  
as the case may be
- (iii) Officer In Charge of Examinations Member/Secretary

The term of office of the members, other than the ex-officious, shall be two years.

- (b) The Secretary shall be responsible for calling meeting of the Committee and when required; for maintaining the record of its deliberations; and for further action if the Committee's decisions are challenged at any forum.
- (c) The decision of the Committee by the majority shall be final, otherwise the matter shall be referred to the Director, as the case may be, who shall either decide the matter at himself/herself, or refer it back to the Committee for review.
- (d) The Committee shall reconsider the case, whose decision, or otherwise, the decision of the Director, as the case may be, shall be final.

#### 8. **Procedure for Action against Offenders**

When an incident of malpractice occurs, the examiner / invigilator / teacher shall immediately stop the student(s) from continuing the malpractice. The following procedure against the offender(s) shall be observed:

- (a) The examiner / invigilator / teacher shall demand signature on the documents used in malpractice, from the accused student(s). In case the accused student(s) refuse(s) to sign, the fact shall be noted in writing in the examiner/invigilator/teacher's report.
- (b) The examiner/invigilator/teacher shall report the matter with evidence to the chairman/head of department concerned in writing, immediately upon the completion of the examination in which the malpractice had occurred. The chairman/head of the department concerned shall forward the matter to the Secretary of the Committee for further processing.
- (c) The Secretary shall issue a show-cause notice to the accused student(s) giving him/her/them a reasonable opportunity to reply.
- (d) The Secretary shall then calls a meeting of the Committee in consultation with the Committee's Chairman, to which the accused student(s) shall also be called defend himself/herself/themselves.
- (e) If necessary, the Committee may call the reporting examiner/ invigilator/teacher to its meeting for further clarification.
- (f) The findings/recommendations shall be submitted to the Director, as the case may be, for approval.
- (g) The Secretary shall communicate the decision of the Committee to the accused student(s) and to all other concerned.

- (h) In case involvement of an employee is proved in the malpractice, the findings and recommendations of the Committee shall be sent to the Director, as the case may be, for appropriate action in accordance with the Employee Efficiency and Discipline Statutes.

## **9. Penalties**

The penalties for using unfair-means in examinations may be any of the following or a combination thereof:

- (a) Cancellation of the examination paper in which the unfair-means were used.
- (b) Cancellation of a portion of the paper in which unfair-means were used.
- (c) A fine of upto Rs. 20,000 commensurate with the offence.
- (d) Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred.
- (e) Cancellation of the entire course to which the examination paper was related.
- (f) Disqualification from appearing in examinations for specified period.
- (g) Rejection of the research report, dissertation, or thesis when found guilty of plagiarism.
- (h) Expulsion from the rolls of the Institute.
- (i) Rustication from the Institute.
- (J) Forfeiture of degree/diploma/certificate.

## **Sukkur IBA Knowledge Center (Library)**

### **Introduction:**

Library at Sukkur IBA is a world class facility for students, researchers and academicians. State of the art technology tools are being utilized in the Library for maximum facilitation of the users. Qualified and experienced staff of the library remains engaged in providing proactive library services to library clients. Keeping in view the needs of library users, diverse library services are initiated.

### **Print & Electronic Books:**

Library has a collection of more than 40,000 books in print format. These books are on a variety of subjects catering to needs of students, researchers and faculty members. More than 100,000 electronic books have been made available to the users in digital library. The electronic books can be used by adhering to copyright laws.

### **Periodical Collection:**

Library subscribes to more than 40 print journals whereas an access to more than 7000 electronic journals is also available through various online databases. The library owns a periodical section which displays the latest journals, magazines and newspapers. Library also subscribes to five national and one international newspaper. Dawn, The News, Business Recorder, Jang, and Express are the national newspapers.

### **Electronic Databases:**

Library is providing IP based access to electronic resources through online databases. Below mentioned databases can be accessed across the campus:-

- African Cultural Heritage Sites and Landscapes
- Cambridge Journals Online
- eBrary
- Emerald Insight
- IMF e-Library
- JSTOR
- JSTOR – Global Plants
- McGraw-Hill's Access Engineering
- McGraw-Hill's Access Science
- Springerlink
- Struggles for Freedom in Southern Africa
- Taylor & Francis Journals
- Wiley Online Library

### **Services @ Library:**

Following services are available:

check-out, check in, reservations, reference services, readers services literature searching, digital Library, Online Public Access Catalogue (OPAC), helpdesk services, online renewal, inter library loan, electronic document delivery, table of contents services, multimedia services etc.....

**Donated Collections:**

Library welcomes unconditional donations. A number of books donations have been received and are processed to make them ready for users. The major donated collections include more than 5000 books and magazines with diverse subject coverage from Syed Shah Muhammad Shah and a very good collection of books from worthy Director Sukkur IBA, Mr. Nisar Ahmed Siddique. In order to acknowledge these donations Riaz Siddiqui and Shah Muhammad Shah corners are established in the library.

**Systems:**

Library at Sukkur IBA is utilizing a state of the art integrated library management system i.e. VIRTUA. EM and RFID based security and shelf management system respectively have also been deployed to facilitate library users and staff. For the facilitation of users, a drop box has also been installed where they can self check-in their borrowed items during library hours as well as when the library is closed. Chamo is web based Online Public Access Catalogue (OPAC) of the library. Users of the library have an online account at library portal which helps them take benefit of library services remotely. Users can view their borrowed items, overdue items, and fines. They can renew their borrowed items by logging in to their library accounts.

**Library Opening Hours:**

Sukkur IBA library operates in following hours:-

09:00 AM to 10:00 PM (Monday to Saturday)

10:00 AM to 04:00 PM (Sunday)

Closed on holidays announced by Sukkur IBA administration

Library opening hours may be extended, as per need, during examinations.

**Borrowing Privileges:**

Members of the faculty, staff, fellows and research scholars on their joining and students on their admission to the institute become member of the library. However, they are required to fill up and sign the library membership form to activate their membership.

**Users are entitled to borrow books as per following privileges:-**

<u>MEMBERSHIP CATEGORY</u>	<u>BORROWING PRIVILEGE</u>	<u>LOAN PERIOD</u>
Undergraduate Students	04 Books	14 Days
Graduate & Post Graduates	08 Books	14 Days
Teaching Assistants	04 Books	14 Days
Research Associates	08 Books	14 Days
Faculty	30 Books	120 Days (One Semester)
Staff	04 Books	14 Days
Other Members	04 Books	14 Days

**General Rules:**

- All members shall be required to leave their personal belongings (books, files, briefcases, handbags, registrar, etc) at the entrance of library.
- Library disclaims any responsibility for any loss.
- Users are not allowed to write, underline or mark the library books. The library books are carefully examined on return and the borrower shall be held responsible for defacing or damaging or causing loss of library material in their possession.
- In case of study in the library, after consultation the library materials are to be left on the reading table, which shall be shelved by the library staff appropriately.
- Complete silence shall be observed inside the library ground floor, except for brief and subdued talk with the library staff at the circulation desk or any other section of the library. However, non-noisy discussions are allowed in designated discussion rooms.
- Drinking (except water) and eating shall not be allowed inside the library.
- Use of mobile phone and smoking are strictly prohibited inside the library.
- Institutional card is a must for access to library premises and to check out any library item.
- Users have to pay Rs. 500 for new library card and for replacement in case of loss or damaged card.

**Fines:**

To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date.

- If item are not returned within the due date, fines become retroactive to the first overdue day at Rs. 10/- per book per day.
- **Lost Books:** In case of loss or damage, the patron will have to replace the lost item with the original or new edition or he / she will be charged two times the current price of the item.
- **Disciplinary Fines:** Rs. 500/- on first time violation. If the patron continues the violation, the case will be referred to the disciplinary committee.
- Overdue and fine notices will be sent through official email. All library fines are only paid with the bank through bank challan. Library account will be blocked if the fine exceeds Rs. 5,000/-
- Report lost(s) or other material(s) to the library immediately through email or personally at circulation desk to avoid fines.
- Make sure that you know the due dates you check out library material. It will help you avoid overdue fines by online renewing of your borrowed item(s) within due date.
- While returning library books or other materials at the circulation desk, please ensure that the circulation staff has returned the item(s) from your account.
- Do not give your library card or checked out material(s) to others. This may be helpful to avoid hefty overdue fines, especially in case of non-circulating textbooks.

**Informational Retrieval Systems:**

libraryportal.iba-suk.edu.pk  
library.iba-suk.edu.pk  
<http://digitallibrary.iba-suk.edu.pk:8080/xmlui/>

**Contacts:**

Deputy Chief Librarian

Amir Subhani

Email: [deputychief librarian@iba-suk.edu.pk](mailto:deputychief librarian@iba-suk.edu.pk)  
[amir.subhani@iba-suk.edu.pk](mailto:amir.subhani@iba-suk.edu.pk),

Circulation, Electronic Resources and Serials  
Management

Naveed Mustafa

Email: [naveed.mustafa@iba-suk.edu.pk](mailto:naveed.mustafa@iba-suk.edu.pk)  
[circulation@iba-suk.edu.pk](mailto:circulation@iba-suk.edu.pk)  
[libraryhelpdesk@iba-suk.edu.pk](mailto:libraryhelpdesk@iba-suk.edu.pk)

## **REGULATIONS GOVERNING STUDENTS DISCIPLINE**

### **1. Preamble**

It is a primary goal of the Institute to create conditions on its campuses which are conducive to not only imparting education to students in a peaceful and serene environment, but also to enrich their personalities by inculcating in them a sense of reason, tolerance, discipline, enlightened moderation, and civilized behavior, thereby ensuring an orderly and decent atmosphere of learning. The following Regulations establish the Ground Rules of permissible student behavior and structure for their enforcement.

### **2. Title**

These Regulations, framed in pursuance of Section 21(2) (s) of the Sukkur Institute of Business Administration Gazette / Act XVIII of 2006, for the establishment of the Sukkur Institute of Business Administration, shall be called “Sukkur Institute of Business Administration Students Discipline Regulations, 2006”.

### **3. Commencement**

These Regulations shall come into force with immediate effect.

### **4 Application**

These Regulations shall apply to all the students of the Institute.

### **5. Definitions**

In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings respectively assigned to them as under:

- (a) “Academic Council” means the Academic Council of the Institute;
- (b) “Senate” means the Senate of the Institute;
- (c) “Campus” means a Constituent Campus of the Institute;
- (d) “Discipline Committee” means the Discipline Committee constitute at the Institute;
- (e) “Institute” means the Sukkur Institute of Business Administration;
- (f) “Officer In-charge of Student Affairs’ means the Officer In-charge of Student Affairs, by whatever name called;
- (g) “Provost” means the Provost of the Institute;
- (h) “Director” means the Director of the Institute;
- (i) “Student” means the student of the Institute.

All other terms and expressions used in these Regulations shall have the same meaning as are assigned to them under Section 2 of the Sukkur Institute of Business Administration Gazette / Act XVIII of 2006.

## **6. Competent Authorities**

In order to facilitate maintenance of student discipline on the campuses, following shall be the competent authorities:

- (a) The Director
- (b) Discipline Committee
- (c) Provost
- (d) Officer In-charge of Student Affairs/Program Officer

## **7. Discipline Committee**

- (a) The Discipline Committee shall comprise the following members.
  - (i) The Director or his / her nominee, as Chairman;
  - (ii) Three senior teacher to be nominated by the Director as members;
  - (iii) The Provost, as member.
  - (iv) The In-charge Student Affairs, as member who shall also act as Secretary.
- (b) The terms of office of the member of the Discipline Committee other than the ex-officio members shall be two years.
- (c) The quorum for a meeting of the Discipline Committee shall be three members.
- (d) The functions of the Discipline Committee shall be:
  - (i) To deal with all cases of indiscipline and misconduct of students in the Institute and in the Campuses.
  - (ii) Propose Regulations to the Academic Council for the conduct of students, maintenance of discipline, and for dealing with cases of indiscipline; and
  - (iii) Perform such other functions as may be assigned to it by the Regulations.
- (e) An appeal against the decision of the Discipline Committee shall lie with the Director, whose decision shall be final and binding.

## **8. Act of Indiscipline**

The following, among others, shall constitute as acts of indiscipline cognizable under these Regulations:

- (a) Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; disorderly behavior; quarrelling; fighting; insolence towards others; use of force; breaking laws; etc.
- (b) Indulgence in act that may cause insult or bodily injury to fellow students, teachers, officers, staff & other employees.
- (c) Defiance of lawful authority.
- (d) Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict, or hatred.
- (e) Impersonation, giving false information, wilful suppression of information, cheating, deceiving, plagiarizing.



- (f) Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- (g) Damaging campus property, including its buildings, equipments, vehicles, etc.
- (h) Using campus property, including its buildings, equipment, vehicles, etc. without lawful authority.
- (i) Encouraging, assisting or aiding another person to commit misconduct.
- (j) Possession, sale, distribution or consumption intoxicants/drugs on campus.
- (k) Using of student organizations for furthering the cause of a political party.
- (l) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- (m) Allowing or abetting entry of expelled/rusticated students or anti-social elements to the campus.
- (n) Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/extracurricular activities.

#### **09. Punishment/Penalties for Acts of Indiscipline**

Punishment or penalties for acts of indiscipline shall be commensurate with the gravity of the offence, and may be any one or combination of the following, or any other punishment or penalty deemed appropriate by the Discipline Committee, as the case may be:

##### **(a) Minor Punishment/Penalties**

- (i) Censure or warning in writing.
- (ii) Probation for a specified period.
- (iii) A fine of under Rs. 10,000 commensurate with the nature and extent of the act of indiscipline.
- (iv) Withholding of a certificate of good moral character for specified period.
- (v) Withholding benefits/privileges available to the students of the campus for a specified period.
- (vi) Withholding of an examination result for a specified period.
- (vii) Declining admission in the Campus Hostel.
- (viii) Withdrawal of membership from students' club/ societies.
- (ix) Ban on representing the Campus and the Institute for a specified period.
- (x) Cancellation of financial benefits/concessions for a specified period.

##### **(b) Major Punishment / Penalties**

- (i) A fine of over Rs. 10,000, commensurate with the nature and extent of the act of indiscipline.
- (ii) Suspension of admission and ban on entry into the campus for a specified period.

- (iii) Cancellation of an examination result.
- (iv) Rustication from the Institute for a specified period and ban of entry into the campus.
- (v) Expulsion from the Institute and ban on entry into the campus.
- (vi)

## **10. Procedure for Dealing with Acts of Indiscipline**

Acts of indiscipline shall be reported to the Discipline Committee , for dealing with the case, which shall follow the procedure:

- (a) The Secretary Discipline Committee shall issue a show-cause notice to the student charged with an act of indiscipline.
- (b) The Discipline Committee shall ensure that the student against whom disciplinary proceedings have been initiated is given an adequate opportunity to explain his / her conduct.
- (c) The Discipline Committee may ask, if necessary, the student(s) charged with an act of indiscipline to personally appear before the Committee.
- (d) In case the reply to the show-cause notice is not received within the specified time, or if the student concerned fails to appear before the Committee when so required, the Committee may take an ex-parte decision.
- (e) An appeal against the decision of the Discipline Committee or Campus Discipline Committee, as the case may be, may be filed with the Director, as the case may be, within 15 days of the notification of the decision.
- (f) The Director, as the case may be, shall dispose of the appeal himself/herself or refer it to an Appellate Committee, comprising three senior most teachers, for review. The decision of the Director, as the case may be, shall be final, who may also provide an opportunity of personal hearing to the student(s) charged with act(s) of indiscipline.
- (g) In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of penalties may be placed on the campus notice board and/or in the public media.

## **11. Residuary Provisions**

The following are the residuary provisions of these Regulations:

- (a) Nothing provided in the clauses 10 (a) and 10 (b) shall restrict the powers of the Director, as the case may be, to issue an immediate order without referring the case to the Discipline Committee and without following the normal procedure, if circumstances so require.
- (b) Any orders of imposition of penalty/penalties may be withdrawn and misconduct pardoned as may be considered necessary by the Director, as the case may be, if after passing such orders the Director, as the case may be, is satisfied that the

penalized student has exhibited genuine repentance/remorse over his / her past conduct and has promised to demonstrate and ensure improved conduct in future.

## **Plagiarism Policy**

### **Preamble**

1. Higher Education Commission (HEC) has formulated a comprehensive policy on plagiarism which is available on HEC website. It is mandatory for all Pakistani universities to comply with it and educate their respective faculty members, researchers and research staff about the policy.
2. The HEC policy makes no mention of its application on undergraduate students. It has therefore become necessary to devise a Plagiarism Policy to deal with undergraduate students. It is stated below for the information of and compliance by all concerned.

### **Scope**

3. This policy pertains to the undergraduate coursework and does not include research publications or similar work. The plagiarism in publications will be dealt with in the light of HEC Plagiarism Policy.

### **Plagiarism Standing Committee**

4. Each department will form a Plagiarism Standing Committee (PSC) to deal with respective undergraduate plagiarism cases. The committee will comprise:
  - a. HOD (Chairman)
  - b. 01 Faculty Member
  - c. The reporting person (mostly the class teacher)
  - d. 01 Student member designated by the HOD)

### **Reporting**

5. The concerned course instructor will report all cases of plagiarism along with complete evidence, stating exactly the extent of Plagiarism to the PSC. The PSC will keep track of the plagiarists for future references.

### **Penalties**

6. The penalties are classified into categories depending upon the magnitude of offence: minor, moderate and major penalties. The course instructor has the power to execute minor and moderate penalties but the major penalty will be decided only by the PSC.
7. In the first semester, only minor and moderate penalties will be imposed. From second semester and onwards major penalties can also be awarded. In the first semester the focus will be on apprising students of the ethical and legal consequences of Plagiarism.

### **Minor Penalty**

8. Minor penalty will apply if the student is found guilty of copying of only a part (up to 50 %) of the core assignment / project in a course. In this case, the instructor will award zero marks in that assignment and PSC will be informed for record purposes. The instructor is to make a red entry in the folder of the student and must also counsel him or her.

### **Moderate Penalty**

9. A moderate penalty will apply:
  - a. If the copied content is more than 50% of the assignment/project, or
  - b. If the student has already received a minor penalty.
10. In case of a moderate offence, besides awarding the student zero marks in that assignment / project, the instructor will report the matter to the PSC. The HOD will issue a written warning to the student with a copy to his parents. In this case, the PSC will carry out counseling of the student.

### **Major Penalty:**

11. A major penalty will be awarded if the student has already received a moderate penalty. The instructor will refer the case to PSC with full details. The HOD will forward the case to SEECs Disciplinary Committee for appropriate disciplinary action.

## **HOSTEL RULES**

### **General:**

- i) Hostel rooms are allotted according to the policies and merit set by the Hostel Administration. Students may not claim allotment of a specific room of their choice and convenience.
- ii) All students have to sign a room inventory after taking over and keep one copy of the same with them for their record. Any damage/discrepancy will be pointed out in the room inventory form.
- iii) The student shall not occupy a room in the hostels without due allotment and taking over from administrative staff /Warden of the hostel.
- iv) He/she shall not transfer the allotted room to any other person, nor exchange it with another student without written permission from the office of Provost.
- v) Students are not allowed to exchange keys of their rooms with other students or any other unauthorized person. They shall not make, in any circumstances, duplicate keys at their own. Locks compromised in any way due to negligence of a student shall be replaced at the cost of concerned student.

- vi) The residents are advised to keep their valuable articles under lock and keys at all times. They may not, in their own interest, keep in their rooms heavy cash, valuable articles. Administrative staff will not be responsible for any theft/loss/damage.
- vii) Student concerned will be held responsible for any loss/damage caused by the negligence/careless of the student (e.g. leaving his/her room unlocked, keeping iron on or tape of bath rooms on).
- viii) The residents shall not use any electrical appliance such as heater, refrigerator, air conditioner, microwave ovens, washing machine and cooking/heating appliances or chemicals likely to cause hazard in their rooms.
- ix) The residents shall be responsible for keeping their rooms tidy and clean. They shall not dispose of litter in the corridors or other parts of the hostel. Waste basket provided in the hostel should be used.
- x) The Institute authorities can visit the student's rooms at any time if they so desired for inspection purposes and implementing Institute/Hostel policies.
- xi) There is no special dress code however; students are expected to wear modest dress in the common areas in the hostel (Dining Hall or TV Lounge)
- xii) Institute hostel premises shall not be used as an office, reading room, library or for any other purpose by a political, religious or sectarian body/organization of the students.
- xiii) Students shall not keep any fire-arm or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the Institute.  
Students must deposit the keys of their living rooms with the hostels authorities/wardens when proceeding for semester breaks. They are not allowed to handover their room key to any other student.
- xiv) A resident shall not indulge in any amusement, which is likely to cause nuisance to others. Residents must not make any kind of noise during the silence time zone (11.00 p.m. to 6.00 a.m.).
- xv) Religious ceremonies are not permitted in the hostels. No political or religious gathering is allowed in the Hostel premises.
- xvi) The residents are not allowed to gamble or to use any intoxicant and narcotic. Violation of this rule shall render a resident liable to expulsion from the Institute in addition to any criminal proceeding that may be instituted against him under the Penal Laws of Pakistan.
- xvii) The residents shall not tamper with the room fittings, nor shall they get the doors fitted with internal locks/hatches.
- xviii) The residents shall not leave lights/fans or TVs in common rooms "ON" when the rooms are not in use or vacant.

- xix) The female residents shall not meet their male guests within the premises of their hostel except parents. Female students are not permitted to entertain guests in their hostels other than those authorized by their parents in writing. Female students can entertain their parents at Parents Room.
- xx) Students shall not entertain guests in their rooms.
- xxi) Guests are not allowed to stay overnight unless permitted by the hostel authorities and accommodation is available in the guest room.
- xxii) The gates of the female hostel shall remain closed during the following hours:  
Summer: 11:00 pm to 5:00 am (April - October)  
Winter: 10:00 pm to 7:00 am (November - March)
- xxiii) A female student shall not leave the campus without the written permission of the Hostel Warden (Girls). Male student shall not leave the campus without informing Warden and making entry in the register (book out/in) kept at the main gate. For going out and coming in, only main gate shall be used. They must not hesitate to disclose their identity and show their ID cards on demand to the security staff on duty.
- xxiv) Male hostel residents are not allowed entry/exit after 10:30 p.m except in case of any emergency. For going out and coming in, only main gate shall be used. They must not hesitate to disclose their identity and show their ID cards on demand to the security staff on duty.
- xxv) Smoking inside Hostel building and common areas of the campus is strictly prohibited.
- xxvii) The hostel premises must be kept clean. Littering and spitting is very much disliked. Spoiling lawns and writing on the walls or furniture is not allowed.
- xxviii) Displaying notice on the glasses of the doors or walls is not permitted.
- xxix) Students will be responsible for the sports equipment issued to them. They will be responsible for the loss or damage to the issued equipment and will have to pay the actual cost.
- xxx) Students shall not keep any vehicle like car and motorcycle on the premises without written permission/approval of Registrar office. Students shall not take their cycles, if any, inside the hostels. No student is allowed to ply/drive the car on campus during the week except proceeding/returning on/from weekends/holidays. Parking permits/stickers of vehicles can be obtained from Transport In-charge.

## **Premises Shared**

### **(TV Lounge, Corridor, Dining Hall and Parents Room):**

- i) Smoking is strictly prohibited in these areas.
- ii) Taking meals/edibles in the shared premises, other than the dining room is not permitted.
- iii) The common room will be closed and locked at 11.00 p.m. by the hostel staff on duty.
- iv) The parking areas are for the general use of all the residents. No specific area shall be allotted to any individual.
- v) All students can avail the common facility of washing and ironing clothes provided on at designated floor of each hostel or from laundry shop.
- vi) Common rooms have been provided with TV connected with cable TV. TV must be switched OFF when not being watched. Student shall not fiddle with it unnecessarily.
- vii) Students shall co-operate with hostel staff to keep the common room clean and tidy. Shifting of sofa sets and removing of newspapers etc. are not permitted.
- viii) Indoor games such as table tennis, carom board etc .have been provided in the hostel. Students can draw these from storekeeper and must return when no longer required. No student is allowed to play table tennis after 11:00 p.m.

## **MESS RULES**

- 1) Each semester a students' committee will be constituted by the students themselves. The committee will chalk out meals menu, fix meal timings and suggest any improvement required in preparation/service of food. The committee can also inspect mess accounts under intimation to Officer In charge Hostel Messes who has been authorized to operate and maintain catering accounts jointly with a nominated student on behalf of students.  
Every Mess manger is supposed to leave the charge by the end of semester by clearing all dues. No mess in-charge is allowed to leave the mess committee in between semester without the clearance and consent of hostel administration
- 2) No student, except member of mess committee, is permitted to go inside the kitchen.
- 3) Students will not be served meals in living rooms. Mess staff will not be compelled or asked to serve in rooms unless advised by doctor. Meals and other edibles, tea etc. will be served in dining hall only. Male guests can also be entertained in dining hall only.
- 4) All students residing in a hostel can become member of mess of that hostel.
- 5) Students are expected to be properly dressed while having food or sitting in common room.

- 6) It is student's own responsibility to record check out and check in while proceeding on leave/weekend etc. failing which he/she will be charged for the meals cooked for him/her. Students must not make false entry in the record book.
- 7) A student shall not indulge in discussion with mess staff. It is expected that the students behave in a dignified manner and be courteous to mess staff. Complaints if any may be referred to Mess Supervisor or Officer In charge Mess.
- 8) There is no provision of partial dining system or preparation of food other than that being served according to menu except on doctor's advice.
- 9) For non-Muslim students during the month of Ramdan meals or edibles will be served at the timing prescribed. All students are expected to observe the sanctity of Ramadan.
- 11) Students are not permitted to take to their rooms or to common rooms any crockery or cutlery from the mess. Breakage/loss will be recovered from students through monthly catering/mess bill.
- 12) Mess bills for the preceding months are issued by 5th of each month. Students are required to pay the mess bill to designated person.
- 13) Students are not allowed, in any circumstances, to change mess from resident hostel to any other neighboring hostel.
- 14) Defaulters of any Mess Bills are not issued No Dues until they get their dues cleared.



# **Student Services**

## **Computer Laboratories**

Sukkur IBA has a total of 8 computer laboratories: 2 in the Academic Block-I , 3 in VU Academic Block and three in Academic Block-II. The purpose of these labs is to facilitate the students **in** their studies and provide help to them for their research work. Two Video Conferencing rooms are available at academic block-I and Academic Block-II. Mesh topology wi-fi access inside the campus premises. For 24 hour high speed Internet facility is available in these labs. A student also has access to digital Library and e-barry books.

## **Telecommunication Laboratories:**

- 1. Information and Communication Technology (ICT) Lab**
- 2. Microsoft Lab**
- 3. DSP Lab**
- 4. Antenna and Microwave Eng Lab**
- 5. Telecom Eng-I Lab**
- 6. Telecom Eng-II Lab**
- 7. Electronics Eng Lab**
- 8. Electrical Eng Lab**
- 9. Control & Embedded Systems Lab**
- 10. Physics Lab**
- 11. Work Shop**

## **Auditorium**

A magnificent centrally air- conditioned auditorium seats more than 550 participants. It is equipped with modern facilities such as multimedia projector and sound system.

## **Health Club**

Health club facility provided at VU Academic Block building. The facility is open for students from 4:00 p.m to 11:00 p.m.

## **Transport Facility**

### **Transport & Bus Routes**

Sukkur IBA provides transport facilities for its students wishing to avail this facility should contact the Transport Incharge @ 071-5630272 Ext: 181

For your convenience, the bus routes have been appended below:

### **BUS ROUTES**

<b>S. No</b>	<b>Bus Name</b>	<b>Routes</b>
1	Point-A	Physical Hostel, Sukkur IBA, Military Road, By-Pass, Hamdard Society, Sukkur
2	Point-B	Civil Hospital, Reginet, DPO office, Qasim Park, Bandar Road, Lab-e-Mehran, By-Pass, Sukkur IBA
3	Point-C	Physical Hostel, Sukkur IBA, Military Road, By-Pass, Hamdard Society, Sukkur
4	Point-D	Old Sukkur, Dolphin Bakery Chowk, Gurdwara Chowk, Dadu Chowk, Waritar, High Court, By-Pass, Sukkur IBA
5	Point-E	Old, Sukkur, Local Board, Dolphin Bakery Chowk, Ayoub Gate, Gurdwara Chowk, Police Line, High Court, By Pass, Sukkur IBA
6	Point-F	Qasim Park, Bunder Road, Teer Chowk, Hira Hospital, Railway Ground, High Court, By-Pass, Military Road, Hamdad Society Sukkur IBA
7	Point-G	Rohri, Karbala Chowk, Barri Chowk, Sukkur Barrage, Military Road, Airport Road, Sukkur IBA

### **Cafeteria and Tuck Shop**

Sukkur IBA cafeterias at offer you a wide variety of snacks to choose from and that, too, at affordable rates. Sukkur IBA cafeteria is open on all workdays, from 8.30 a.m. to 8.00 p.m. (Sunday 9:30 a.m to 6:00 p.m). The rate list is displayed by the administration of Sukkur IBA at counter of cafeteria.

Tuck shop provides all the necessary items required by the resident community of Sukkur IBA.

The Sukkur IBA Tuck shop is open on all working days from 9:00 AM to 9:00 PM.

## **Emergency Medical Services**

Arrangements are being made for emergency medical treatment for Sukkur IBA students .  
24 hours designated vehicle with driver is available for any medical treatment.

## **Photostats & Stationery**

Sukkur IBA IBA provides its students with Photostat facilities at economical prices inside campuses. Stationery items (e.g. pens, notebooks) are available at tuck shop.

## **Career Development Centre (CDC)**

Career development centre at Sukkur IBA is established to minimize the gap between industry and Academia by providing services to students, Teachers, Research associates, parents and organizations. Selecting a career path and choosing career option is a challenge to students, specially the fresh graduates who want to start their career with reputable organizations. At the same time choosing right person for the right job is one of the foremost concerns for Companies and organizations. In today's competitive Jobs Market, Students with right skills and abilities have better opportunities as compare to others. Career Development Centre (CDC) is common plate form and liaison office for all partners and stockholders. There are three key components of CDC at Sukkur IBA, which makes it unique and first in any Public university in Pakistan.

- Students Services

### **Jobs / Placement Services**

- Assisting in Jobs Applications
- Jobs Postings and Announcements
- Resume Collection and Distribution
- Access to Employers List and Key contacts
- Applications for Internships/ Work-study/ Projects
- Recommendation letters
- Job Fairs
- On Campus Interviews
- Walk-in-Hours; Placement Counseling
- On line Forms, Resources and Participation

### **Career Development Courses**

- Learning about Careers / Career Planning
- Self Assessment Tests / Career Options
- Resume / Cover letter Writing Skills
- Job Search Techniques and Strategies
- Preparing for Job Tests
- Interview Techniques and FAQ's
- Filling up Job applications and Follow-ups
- Career Counseling Sessions

### **Workshops and Seminars**

- Guest speakers from Industry

### **Financial Aid Services**

Scholarships  
Work-study Programs  
Internships  
Students Loans

### **Collection and Assistance of Financial Aid Applications** **Counseling Hours**

- Corporate Services & University Advancement
  - Employment Services
    - Access to Resume Data Bank
    - On campus Interviews
    - Participate in Job Fairs
    - Post your Jobs
    - Internships/ Summer Jobs / Management Trainees
  - Training And Development Services
    - Need Assessments
    - Special Courses and Workshops
    - Onsite Training Facilities
    - Distance Learning Through LMS
- Alumni Services
  - Career Development Courses
  - Training And Development
  - Jobs Upgrading and Placements
  - Career Counseling Sessions
  - Alumni Social Network and Societies
  - Alumni Dinner /Mentor Session with Students
  - Scholarships for Higher Education
  - Financial Assistance
  - Newsletters /online Blogs and Journals
  - Access to Alumni Directory
  - Access to LMS, Digital Library, Central Library etc

## **Code of Conduct**

### **Dress Code:**

#### **Female students**

- Girls should wear a minimum of short sleeves, no sleeveless dresses /T-shirts are allowed.
- Short tops, fitted T-shirts or clothing which are revealing are not allowed.
- Ankle (full) length jeans/trousers are permissible with long, hip-length kurtis.
- No short length trousers or capris are allowed.

- Dupattas are desirable and encouraged.

### **Male Students**

- Shirts/t-shirts with any inscription, graphics or lettering is strictly prohibited.
- Brand logos, names, symbols are allowed.
- Short trousers and open slippers are not allowed.
- Appearance should be neat and not unkempt e.g. shaven faces, **neatly** cut and combed hair, properly maintained beards.

**All the students during class hours must be in formal dress.**

### **Academic Conduct:**

- Plagiarism/ cheating is prohibited at the Institute. Academic honesty is mandatory. There should be absolutely no plagiarism/ cheating in any examination, quiz, assignment, report, and/or presentation by any student. Each case will be decided on its own merit in accordance with notified policies.
- Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty.
- No use of cell phones for any purpose e.g. playing games and/ or exchanging messages is allowed during classes.
- Cleanliness of the classes and the IBA premises are the responsibility of those who use them. Litter should not be spread around the premises. Please use the dustbins generously.

### **Smoking**

**SMOKING IS STRICTLY PROHIBITED AT CAMPUS.**

### **Food and Beverages**

Students are not allowed to carry cold drinks/tea and edibles in the classrooms, library and computer labs. Litter should be disposed in to the dustbins and plates, glasses, bottles and /or cups must be returned back to the cafeteria.

### **Ragging**

Ragging is absolutely prohibited at Institute. Any student subjected to such behavior should report to the administrator immediately.

### **Extra-curricular activities**

Sports / music playing and /or other activities on campus during class timings, especially near classrooms are not allowed. Designated areas will be demarcated.

## **Behavior around colleagues**

Attendance in each class is taken daily by the teacher as soon as the class starts.

All students must note the following information on Attendance & Disciplinary Rules for strict compliance

Late comers are promptly marked "Absent" even if they are late by one minute. No excuse is accepted for any reason.

A maximum of 4 absences are allowed in 32-sessions course and 6 absences are allowed in 64-sessions course in a semester.

Anyone who accumulates more than the allowed number of absences in a course in a semester is not allowed to appear in the semester final examinations and is awarded an "F" in that particular course. More than the allowed numbers of absences are NOT CONDONED for any reason.

Students are, however, not allowed to remain absent on the first and last day of semester.

There should be self-censorship. Both girls and boys should behave in a propriety manner, within the bounds of Islamic and Pakistani society and culture. Use of appropriate language is desirable.

## **Language**

Cursing or uses of slang titles and foul language is not acceptable.

## **Attendance Policy**

Life at Sukkur IBA is not an easy drive. Hectic, Speedy, Tough, Enthusiastic and pressure these words explains the students life at Sukkur IBA.

Sukkur IBA demands high caliber students with sound education background who can bear the study pressure at Sukkur IBA and can compete the students of world class Universities. Students at Sukkur IBA are passed through tough curriculum, time bound assignments, hi tech presentations and quizzes during their study period. Discipline and time limits are strictly followed and no one is allowed to break the policies made by management.

With this hectic life Students at Sukkur IBA are strongly encourage to make their lives colorful by engaging in extra-curricular activities. Students' enthusiastically participate in extra-curricular

activities to keep their selves fresh and energetic. The focus of these activities is not only enjoyment but to give a practical exposure of leadership and group participation. Involvement of everybody is emphasized as to get relax from packed study schedules.

Students at Sukkur IBA are transformed from pebbles to pearls and this is the reason why we claim that we transform generations through education.

### **Students Clubs**

The Business Administration Student Club (BASC) is student body with office - bearers elected by students.

Elections to these posts are usually preceded by highly charged pre - election campaigns. The members of these clubs elect a vice - president, general secretary and treasurer for each calendar year. The Director Sukkur IBA is the president of the club and is assisted by the students' counselor for managing student affairs.

These student clubs are responsible for conducting various educational and recreational activities for students such as seminars, debates, movie shows, picnics, and other such events. There are number of other societies/clubs working in Sukkur IBA to facilitate the different needs of students and arrange the events of their interest. These societies/clubs are highly encouraged and appreciated by the management and faculty for their events and activities as they provide a healthy platform to students to explore their hidden skills.

Marketing department at Sukkur IBA works very closely with these societies in arrangement of their events and designing their yearly plans.

### **Other Students Clubs**

#### **Public Speaking and Literary society**

Public Speaking and Literary society is working since 2008 and now it is at its par and benefiting the students of Sukkur IBA in various shape like Debates, Speech competitions, Poetry contests, Art and Calligraphy competitions, and celebrates Islamic And cultural days as well. It has its annual magazine and fan page on Facebook where our well wishers do interact and suggest us about different activities and healthy discussions are being held between these fans.

Public Speaking and Literary society has expanded its membership to all batches of Sukkur IBA.

#### **Information Technology Students Club - ITSC**

A Center of Excellence in the field of Information Technology and Business Administration. ITSC (Information Technology Students Club) always stand second to none in arranging youth talent shows, Seminars, Competitions and study trips. The Mission of iTSC (Information Technology Students Club) is to provide a platform and opportunity to the students of Sukkur IBA to excel their skills.

## Dudes & Divas Club

Dudes and Divas Club is all about self development and grooming. This club is formed to provide platform to the students of Sukkur-IBA to strengthen their interpersonal skills, Appearance, communication skills, etc via arranging different seminars, workshops, Students' meetings and students' circles. We are providing an environment to the students where they can not only groom their personality but also their surroundings.

## Marketing Society

The need of marketing society aroused from the fact that students of marketing really need to have practical exposure, and since international universities have different societies, so to compete at such level marketing students need some platform where they can show up their potential and have some experiences which may prove to be helpful in their professional careers. And the important thing is that, this platform is also open for the other students apart from students having their majors in marketing, but focus is still on marketing students.

## Academic Calendar:

### SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Tentative Academic Calendar  
FALL SEMESTER 2015

w.e.f: August 03, 2015 to December 18, 2015



Month	Total Days	Sundays	Holidays	Exam Days	Working Days
August 03, 2015	28	04	01	N/A	23
September 2015	30	04	03	07	16
October 2015	31	04	02	07	18
November 2015	30	05	02	N/A	23
December 18, 2015	18	02	N/A	09	08
					Total Working Days: 88

#### Exam Schedule

First Term Exam	September 07 – 14, 2015
Second Term Exam	October 26, 2015 to November 02, 2015
Preparatory Holiday	December 08, 2015
Final Exam	December 09 – 18, 2015
(* Mid Term examination will be of 02 hours duration) Final Examinations will be of 03 hours duration.	

#### List of Tentative Holidays during Fall Semester 2015

S. No.	Name of the days	No. of Days	Dates	Days
1	Independence Day	01	August 14, 2015	Friday
2	Eid ul Azha *	03	September 23, 24 & 25, 2015	Wednesday Thursday Friday
3	Youm - e - Aushora *	02	October 22 & 23, 2015	Thursday Friday
4	Iqbal Day	01	November 9	Monday
5	Bhittai Day **	01	November 26	Thursday
6	12 <sup>th</sup> Rabiul Awal	01	December 24	Thursday
7	Quaid-e-Azam's Birthday	01	December 25	Friday
8	Benazir Bhutto's Death Anniversary	01	December 27	Sunday

Note: Islamic holidays are subject to appearance of the moon.

\*National Holidays Subject to declaration by Govt. of Pakistan

\*\*Provincial Holidays for Sindh only subject to declaration by Govt. of Sindh.

Controller of Examinations

Dean & Director



## SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Tentative Academic Calendar

SPRING SEMESTER 2016

w.e.f: January 04, 2016 to May 14, 2016



Month	Total Days	Sundays	Holidays	Exam Days	Working Days
January 04, 2016	28	04	N/A	N/A	24
February	29	04	01	07	17
March	31	04	01	07	19
April	30	04	N/A	N/A	26
May 14, 2016	14	02	N/A	09	02
Total Working Days: 88					

Exam Schedule	
First Term Exam	February 08 – 15, 2016
Second Term Exam	March 21 – 28, 2016
Preparatory Holiday	May 05, 2016
Final Exam	May 06 – 14, 2016
(* Mid Term examination will be of 02 hours duration) Final Examinations will be of 03 hours duration.	

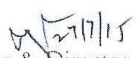
List of Tentative Holidays during Spring Semester 2016				
S. No.	Name of the days	No. of Days	Dates	Days
1	Kashmir Day	01	February 05, 2016	Friday
2	Pakistan Day	01	March 23, 2016	Wednesday
3	Labour Day	01	May 01, 2016	Sunday
4	Eid ul Fitr	03	July 07, 08 & 09, 2016	Thursday, Friday, Saturday

Note: Islamic holidays are subject to appearance of the moon.

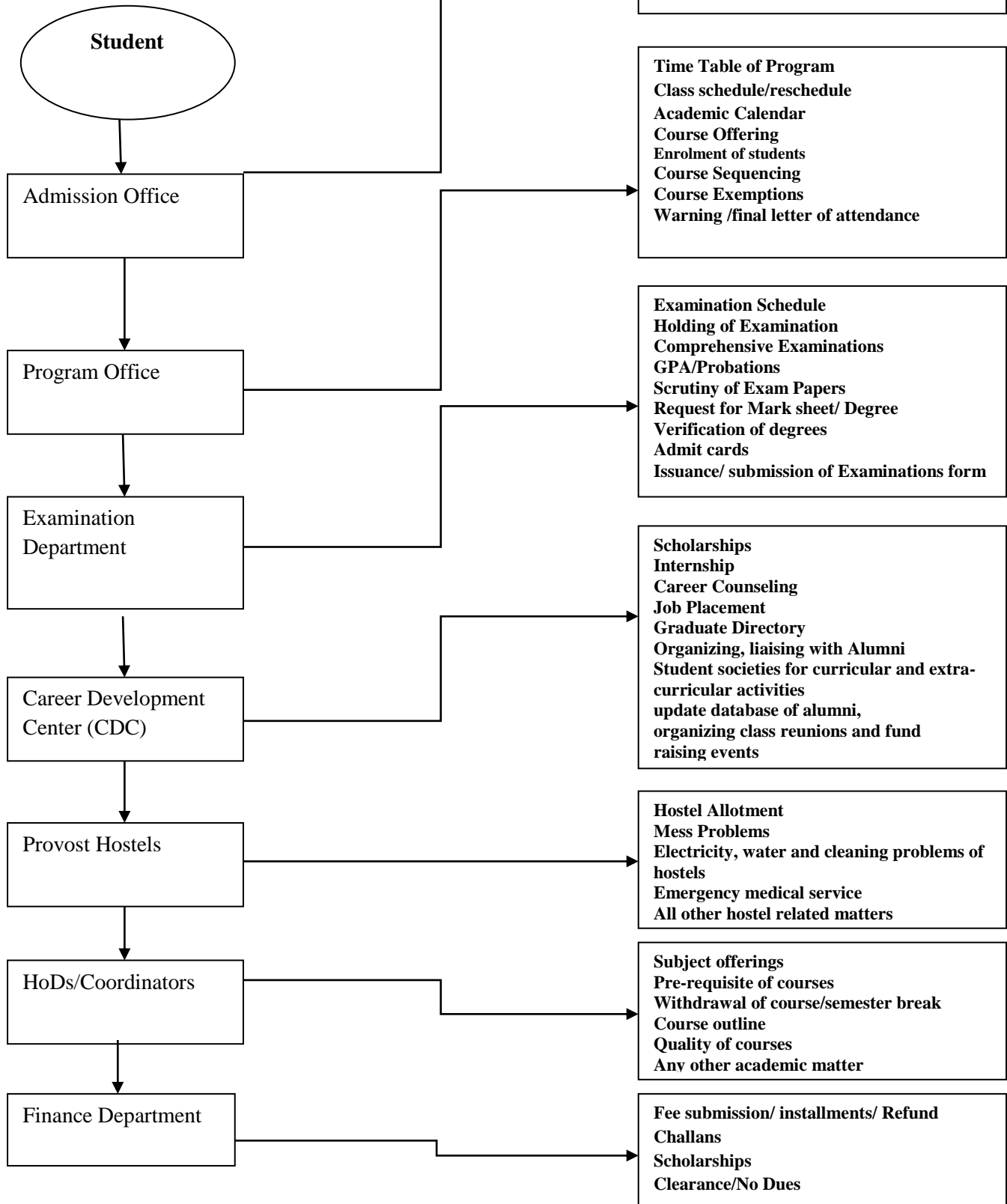
\*National Holidays Subject to declaration by Govt. of Pakistan

\*\*Provincial Holidays for Sindh only subject to declaration by Govt. of Sindh.

  
 Controller of Examinations

  
 Dean & Director

# Students Services



# Green Office Initiative

## Introduction

Sukkur IBA started "**Green Office Initiative**" in collaboration with WWF Nature Pakistan. The aims and objectives of the program are to create awareness among the Sukkur IBA Community about the environmental issues, to reduce the wastage of resources and to increase the sustainability of the institute natural environment, making it more environment friendly by continuous efforts for reducing environmental burden; consumption of natural resources as well as measures to influence the preservation of biodiversity. The program's mission is to make the world a better place to live by helping people and creating a sense of environmental responsibility among the students and other community members.

Green Office is a practical environmental program that aims to reduce carbon dioxide emissions and offices' ecological footprint. This initiative is suited to offices both large and small in public/private organizations. Office premises hold a key position in energy consumption and in sustainable solutions. Green Office motivates office staff to act in an environmentally friendly way with regard to everyday tasks, and it improves environmental awareness and brings in cost savings. The scheme will benefit both the organization and the environment. WWF awards the Green Office designation to offices fulfilling the criteria of the Green Office program.

Sukkur IBA agreed to sign a memorandum of understanding (MoU) with the World Wide Fund (WWF) Nature Pakistan for green office co-operation. The aim of this MoU is to make Sukkur IBA more environment friendly by continuous efforts for reduction on environmental burden and the use of natural resources as well as measures to influence the preservation of biodiversity in a positive manner.

## What is Green Office?

Green Campus means the building/s that use key resources such as energy, water, materials, and land more efficiently than buildings that are erected simply to building code.

The purpose of green office in Sukkur IBA is to reduce energy and paper at the workplace. Reuse paper waste, recycle paper and waste - Save as much as possible, recycle paper, glass, bottles & packs Communicate latest techniques, advantages, issues and solutions. Green (or environmentally sustainable) buildings contribute to improved health, comfort, and productivity of their residents by utilizing more natural light and promoting better air quality.

Sukkur IBA has a set of Institute-wide sustainability principles

and is committed to reducing energy cost. Sukkur IBA implemented green building concept by providing double leaf cavity wall with a polystyrene sheets (Jambolan) in between the cavity walls and also in roof top. The buildings are designed by providing enhanced circulation area, double leaf cavity walls and large aluminum windows, but also need to green the way work in order to reach our goals.

Green practices can help us to:

- Reduce pollution
- Conserve resources
- Conserve energy
- Reduce consumption and waste
- Protect the earth's ecological balance

## Purpose of Green Initiatives at Sukkur IBA:

- Sukkur IBA has initiated a Go Green Drive. It's implemented a Green Office/Campus initiative. The purpose of Green Office/Campus Initiatives is to create friendly environment and to make our office greener
- "Green Campus" means the building that uses the less usage of key resources such as energy, water, materials, and land more efficiently than buildings erected simply to building code.
- Green (or environmentally sustainable) buildings contribute to improved health, comfort, and productivity of their residents by utilizing more natural light and promoting better air quality
- Sukkur IBA has a set of Institute-wide Sustainability Principles and is committed to reducing its Greenhouse Gas (GHG) emissions.

## Aims & Objectives:

- Reduce pollution, energy and paper at the workplace
- Conserve resources
- Conserve energy
- Reduce consumption and waste
- Protect the earth's ecological balance
- Reuse: Paper waste, save as much as possible, recycle paper, glass, bottles & packs
- Communicate: Gaps, Latest Techniques, Advantages, Issues and solutions Employees & students
- Engagement: Meetings, Emails, Stickers, Intranet Portal and discussions.

## Why Green Office?

- Sukkur IBA has a set of Institute-wide sustainability principles and is committed to reducing energy cost.
- This program provides real solutions, and the tools and resources we need to implement them.
- It also provides an entertaining, engaging & competitive way for our office to build community and give us a way of celebrating our accomplishments

## Sukkur IBA has been focusing on the following nine conservation categories:

1. Energy:
2. Recycling
3. Waste Reduction
4. Publications
5. Events & Meetings
6. Transportation
7. Tea Rooms & Pantry
8. Purchasing
9. Outreach & Participation

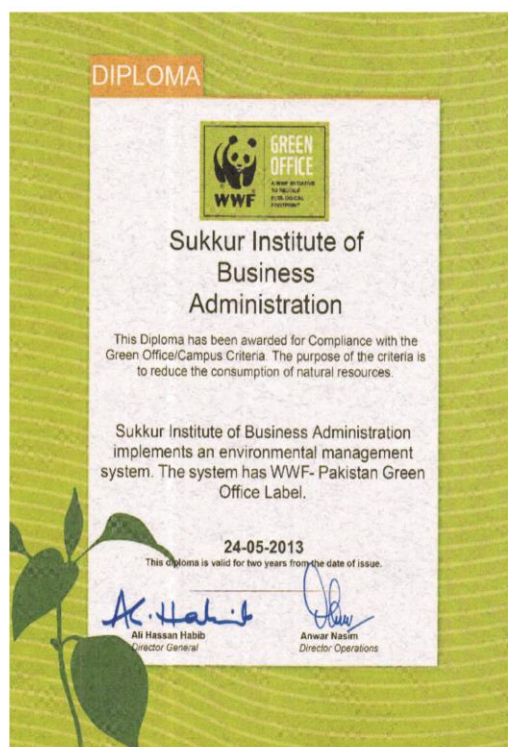
## Achievements:

Sukkur IBA is the First Academic Institution across Pakistan to get the Green Campus/Office Certification. It has always strived to benefit this country and its citizens through various green initiatives leading to an environmentally sustainable planet. To that end, Sukkur IBA will always strive to set the path for others so that we can all prosper together today and tomorrow.

## Initiatives Taken at Sukkur IBA

### 1. Designed stickers

for reminder the efficiently usage of natural resources, such as electricity, water and Paper consumption.



## Activities:

To conduct several meetings with all heads of the departments and focal persons among faculty and staff to create and foster the soul of the awareness regarding the “green office initiatives” and the awareness campaign.

- Designed stickers for reminder the efficiently usage of natural resources, such as electricity, water & Paper consumption.
- Arrange different awareness sessions and campaigns to make students aware and involve them.
- Organize internships such as ECO-Internship and other green projects in collaboration with WWF Nature Pakistan and others.
- Raise interest of students by arranging different competitions like of the innovative ideas to reduce energy consumption or competitions of modules made by recycled items.



## 2. Designed 2 separated bins for the properly dumped the wastage organic and in-organic



**3. Designed badges** for the “green campus initiative” that were to be worn by all the focal persons, that were helpful for all the Sukkur IBA Community. And also design stickers for the systems that reminded to switch off computer when one is not using it.

## 4. Four-Leaf Concept:

The Green Office Initiative recognizes the efforts of staff and faculty to green their daily activities by offering a Green Office Initiative Certification. Participating offices receive a certificate celebrating their certification status and are acknowledged on the Green Office website and in other publications for their positive contribution in Green Office Initiative Program.

### 1. Green Office Coordinators/Focal Persons

For better implementation of the concepts and propagation of message among masses a meeting was conducted with all respective heads of the departments to create and inculcate the soul of the awareness regarding the “green office initiatives” and the awareness campaign.

Formation of the group of focal person in each department regarding “green office initiative” and also formation of a group of volunteers from students of each class for the “green campus initiative”.

### 2. Awareness Sessions

Workshops have been scheduled for the continuous hammering of the students and other community members regarding the friendly environment and the proper usages of the natural resources.

A fortnightly meeting of “green office initiative” has been scheduled and properly held to look after the progress and discuss issues regarding the greenery and the environment. Feedback from the focal person of department is also been taken regarding the implementation of initiatives.

**Engaging Students with Green Office Concept**  
vON 21<sup>st</sup> August Sukkur IBA “Green Office Initiative” had arranged an awareness session for the students, staff and faculty members, **this awareness session involved students and created awareness about recycling. It also informed the community members about how to become green citizens?**

A proper bi-annual internal audit is also being conducted where paper consumption, electricity and other resource consumptions are compared. Moreover electricity bills of every month are compared with the last one to observe the difference and keep an eye over it.

Sukkur IBA “Green Office Initiative” also announced the competition for generating ideas on green environment, that could help us to involve the students to generate ideas for sustainable greenery and the environment and make our campus and city a more greener home for all.

**GREEN OFFICE**  
WWF

**Sukkur IBA**

# Competition

## Ideas Generation of Green Environment

**Maximum: 3 to 4 students in group**  
**First Cash Prize Rs. 5000**  
**Second Cash Prize Rs. 3000**

**Topics:**  
1. Recycling  
2. Energy Conservation  
3. Tree Plantation  
4. Water Conservation

**Last date submission of ideas:**  
September 24, 2013

**Note:**  
Two best will be awarded

**Duration:**  
One month

greenoffice@iba-suk.edu.pk

Sukkur IBA conducted a Two-day ECO-Internship Program in collaboration with WWF-Nature Pakistan. The aim of the program was to create awareness among the Sukkur IBA Community members about the core environmental issues. Focus of the internship was to inform students about the measures that could be taken to reduce wastage of resources and increase the sustainability of the Nature. It also helped in generating social responsibility among students for a friendly and green environment ultimately making them a good citizen. Following were the objectives of the ECO Internship Program

- Enable students to generate an insight into the eco dynamics and challenges of the ecosystem.
- Broaden students' scope as responsible custodian of valuable natural resources.
- Inculcate a sense of civic responsibility among students.
- Give students the opportunity to become an official Ambassador of WWF-Pakistan and solicit support of individual members.
- Become well grounded and well aware decision makers for sustainable future.

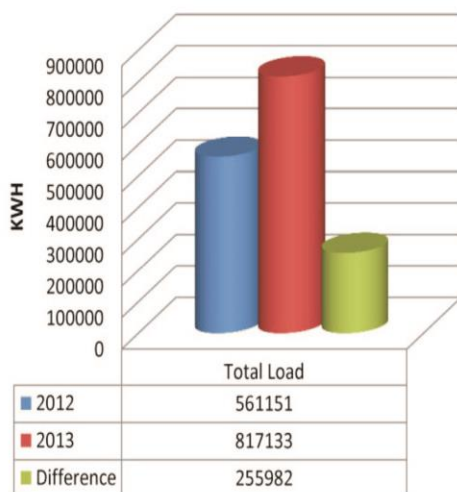
Sukkur IBA conducted a Two-day ECO-Internship Program in collaboration with WWF-Nature Pakistan .The aim of the program was to create awareness among the Sukkur IBA Community members about the core environmental issues. Focus of the internship was to inform students about the measures that could be taken to reduce wastage of resources and increase the sustainability of the Nature. It also helped in generating social responsibility among students for a friendly and green environment ultimately making them a good citizen. Following were the objectives of the ECO Internship Program

- Enable students to generate an insight into the eco dynamics and challenges of the ecosystem.
- Broaden students' scope as responsible custodian of valuable natural resources.
- Inculcate a sense of civic responsibility among students.
- Give students the opportunity to become an official Ambassador of WWF-Pakistan and solicit support of individual members.
- Become well grounded and well aware decision makers for sustainable future.

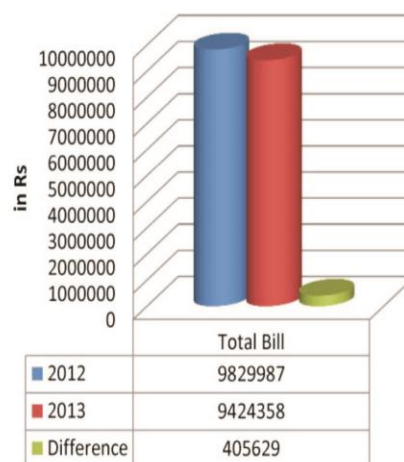
**Impact of GOI on Energy**

**Impacts of Green Office Initiative on Energy**  
 Sukkur IBA green office took an initiative by starting an Energy Saving Campaign in February-2013. Green Office in this campaign collects data of electricity consumption on monthly basis and compares the figures it with that respective month of last year to evaluate the difference. A major difference has been analyzed by the data comparison. It has been noticed that after taking several green initiatives an amount of approximately **Rs. 3.36 million** (Rupees thirty three lacs and sixty thousands) has been saved in last six months (March- August 2013). The details are given.

**Total Load**



**Total Bill**



2. Sukkur IBA had celebrated "Green Hour" twice for a whole hour where all focal persons took initiatives. Green Hour provides an opportunity to think again on ways to reduce the environmental footprint by taking proactive steps to save our planet. SUKKUR IBA believes in training the employees and public at large for their responsibility to reduce the carbon footprint and providing a healthy & better life to the next generations. All lights all electrical equipments were switched off for the whole hour, blinders were turned up and the students and staff worked in sun light (natural light) for a whole hour.

**Green Hour**  
to make Sukkur IBA  
green, clean and sustainable

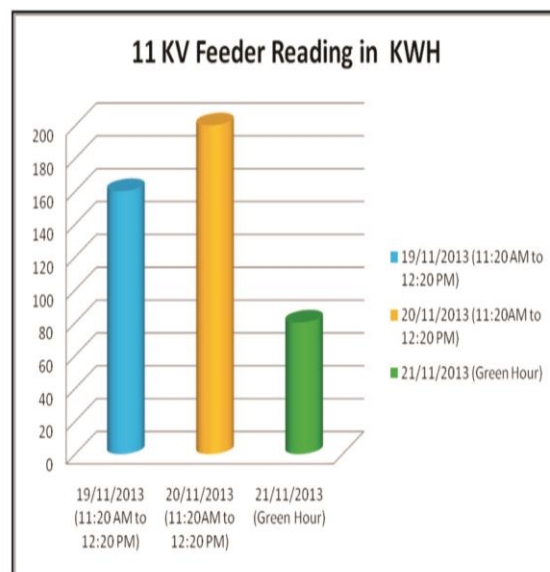
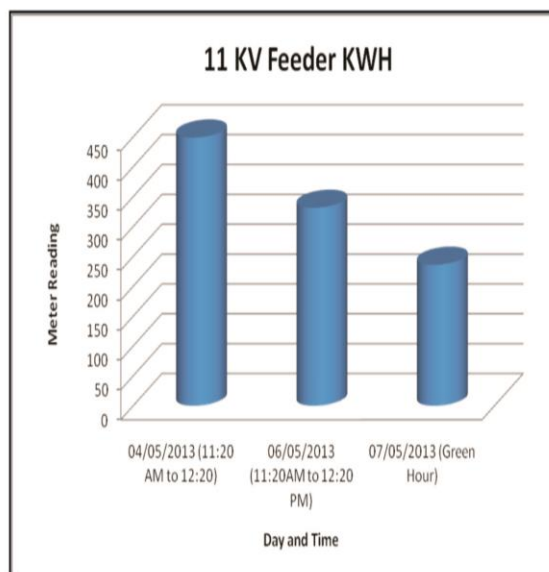
- Allow natural Light in class-rooms and keep windows blinders up
- **OFF** all class-room lights
- **OFF** all electric lights, air-conditioners, water dispensers and other equipment at offices
- Office computers may be **ON** (if required)

**11:20 am to 12:20 pm**  
*On*  
**May 06, 2013**

**Green Hour**  
to make Sukkur IBA  
green, clean and sustainable

- Allow natural Light in class-rooms and keep windows blinders up
- **OFF** all class-room lights
- **OFF** all electric lights, air-conditioners, water dispensers and other equipment at offices
- Office computers may be **ON** (if required)

**11:20 am to 12:20 pm**  
*On*  
**Nov 21, 2013**

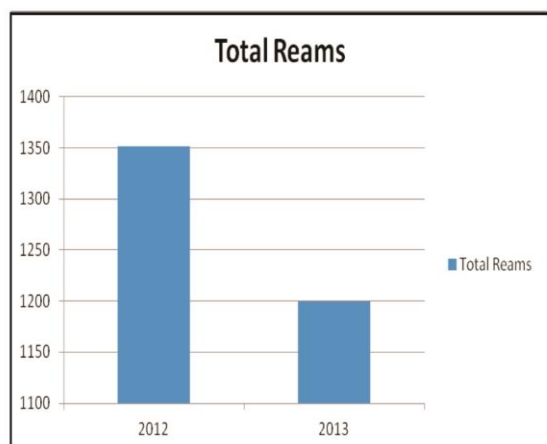


Date & Time	04/05/2013 (11:20 AM to 12:20)	06/05/2013 (11:20AM to 12:20 PM)	07/05/2013 (Green Hour)
11 KV Feeder KWH	448.78	331.2	235.86

Date & Time	19/11/2013 (11:20 am to 12:20 am)	20/11/2013 (11:20 am to 12:20 am)	21/11/2013 (Green Hour)
11 KV Feeder KWH	160	200	80

## 5. Reducing paper consumption

A huge difference in use of paper has been observed in the campus after establishment of Green Office at Sukkur IBA. The difference in the paper consumption can be observed by studying following report. Paper Reams Consumption Report Comparison of 2012 and 2013 with 11.2% reduction



Year	2012	2013
Total Reams	1351	1200

## 6. Insulation of Walls (with Jambolon sheets)

Sukkur IBA is located in very hot region, where temperature remains above 50 Centigrade for eight (08) months, so the buildings are designed by providing enhanced circulation area, double leaf cavity wall system (Outer double walls having cavity in between) in the building infrastructure, that cavity is filled with Jambolon sheets, in order to reduce the heat impact inside the building. Jambolon sheets (Polystyrene product) are 8ft by 4ft in size and 2 inch thick.

## 7. Insulation of Roofs (with Insulation Tiles)

(CCTile + Light Weight Cellular Concrete + Thermo Pore)

Matrixx Company in association with Concrete Measures has developed new lightweight insulation roof tile made from a combination thermo pore and cellular concrete also known as aerated concrete. Composite roof insulation tiles provides following benefits:

- Excellent finish in variety of cement color finish and terrazzo finish
- Double insulation of cellular concrete and thermo pore.
- Lightweight
- Absorption less than 2%
- Concrete compressive strength, approximately 3,500 psi. Micro reinforcement with high strength synthetic fiber.

### Details of Roof Tiles are as follows:

- Tiles Size: 300 x 300 x 50 mm, 200 x 200 x 50mm.
- Cellular Concrete Density: 1,500 kg/m<sup>3</sup>, approximately
- Thermo pore Density: 16 kg/m<sup>3</sup> approximately
- Thermo pore Thickness: 25 mm approximately

## 8. Solar System at Administration Block

The solar system installed at Administration block at Sukkur IBA is of 10.5 KW hybrid power systems, with 5 KW back up. The specification of this system covers the supply of Photo Voltaic Solar Systems that will be operating in conjunction with a D.C. generating set and the associated Solar Inverter to provide necessary A.C. power supplies to Administration Block.





## Tree Plantation at Various Localities

Sukkur IBA has always shown a front demeanor and has adopted all the possible means of being environmentally and socially responsible institute. Sukkur IBA thus participated in tree plantation in every season and various other occasions to support and make the green and clean environment sustainable. Numerous plants have been planted at the campus where as another green belt is under process that has to inaugurate soon.

A large numbers of unique flowers like Cosmos, Petunia (earlier F<sub>1</sub>, now F<sub>2</sub>), Marigold, Bonasa, Tuberose, Penziya, Carnition, Uforia, Inca, Bonsai & Axzora.

## Conclusion:

Sukkur IBA has become more environmentally conscious and aware of its surrounding. We insure that our environmental footprint continue to demonstrate our focus on the environment. Be focus on the environmental burdens. We are able to maintain our growth, while also reducing our environmental impact. Sukkur IBA has critically analysis the impact of decision on environmental that our policy and producers and initiative should be taken as an environmental friendly. To reduce the impact of greenhouse emission on the environment we are continue striving the latest technology to ensuring that our newer facilities are more eco-efficient.

