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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 4th Business Institutes of Pakistan by Higher Education Commission (HEC) within a short span of 6 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: info@iba-suk.edu.pk

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

Management of Sukkur IBA
Vision:

*Center of excellence in Business Administration, Information Technology and Engineering*

Mission Statement:

*Sukkur IBA’s goals and objectives are to provide quality education through modern teaching style, market-oriented curriculum on affordable cost. Our purpose is to develop strength in faculty, assist business organizations by consultancy and creating research and congenial environment, fulfilling our commitment to community in building national character and economic development.*

Goals and Objectives:

- *To produce world class graduates who possess not only knowledge but also be equipped with practical skills, research capabilities and critical thinking.*

- *To increase ethical thinking in our graduates.*

- *To prepare them to work for the betterment of society.*
Milestone of the Institute

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

Sukkur Institute of Business Administration

Our Programs:
Foundation Semester and Talent Hunt Program

BS
- Computer Science
- Software Engineering

BE
- Electrical (Telecom) Engineering
- Electrical (Electronics) Engineering

BBA
- Banking & Finance

ADE
- Associate degree in Education

MBA (Morning)

MBA

MS
- Leading to PhD

2012
- Establishment of Department of Education Management
- Establishment of Trade Center
- Establishment of Entrepreneurial Leadership & Business Incubation Center
- Sukkur IBA Ranked as 4th Best Business School in Pakistan by HEC
- Office of Research, Innovation and Commercialization (ORIC)
- PEC approved & recognized Sukkur IBA's BS Electrical Engineering (Telecommunication Specialization) Program
- HEC NCEER awarded the highest category “W” to Sukkur IBA's Computer Science Program

2011
- Membership of AACSB

2010
- Quality Enhancement Cell
- Establishment of IBA Community Colleges
- Career Development Center (CDC)
- Campus Management Solution (CMS)
- Learning Management System (LMS)
- Started Campus-II
- Initiated Campus Management Software and CISCO Local Academy

2009
- Oracle Academy
- Started MS & PhD Program

2008
- Video Conferencing Setup
- MoU signed with Glasgow Caledonian University, UK
- Simon Fraser University, KENT University, UK, AIT Thailand
- University of British Columbia, Canada
- Inauguration of Auditorium

2007
- Digital Computer Laboratories
- Got Chartered from Govt. of Sindh; HEC recognized BS (Telecommunication) & BS (Computer Science)
- MSDNAA (Microsoft Digital Network Academic Alliance)
- Strategic Partner of Microsoft
- GEM School Agreement with Microsoft

2006
- Shifted to its own Building “State-of-the-Art Campus”

2004
- Affiliated with IBA Karachi.

1995
- Started with only two rooms in Public School, Sukkur.

1994-95
- Dream of Quality Education by Nisar Ahmed Siddiqui

1994
- Urea of Quality Education by Nisar Ahmed Siddiqui

www.iba-suk.edu.pk
**Authorities of the Institute:**

The following are the authorities of Sukkur IBA:

- Chancellor Governor Sindh
- Senate
- Academic Council
  - Faculty Council
  - Department Council
- Syndicate

**Other Bodies/Committees:**

- Representative Committees
- Advanced studies and Research Board
- Finance and Planning Committee
- Administrative Committee
- Selection Board

- Any other body recommended by Senate

**Senate of Sukkur IBA**

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<td>Mr. Justice Ghulam Sarwar Korai</td>
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<td></td>
<td>Judge of Sindh  High Court</td>
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<tr>
<td>(b) the Director</td>
<td>Mr. Nisar Ahmed Siddiqui</td>
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<td>Director &amp; Dean, Sukkur IBA</td>
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<td>(c) the Secretary Education, Government</td>
<td>Mr. Muhammad Siddique</td>
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<td>of Sindh or his nominee not below the</td>
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<tr>
<td>rank of additional secretary</td>
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<tr>
<td>(d) the District Coordination Officer</td>
<td>Mr. Inamullah Khan Dharejo</td>
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<td>Sukkur</td>
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<td>(e) the President of Chamber of</td>
<td>Mr. Muhammad Din</td>
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<td>Commerce Sukkur</td>
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<td>(f) two prominent business executives of the</td>
<td>1. Mr. Hassan Ali Khan</td>
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<tr>
<td>province</td>
<td>M.D Continental Biscuits (LU)</td>
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<td>2. Mr. Jahangir Siddiqui</td>
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<td>Founder of JS Group (JSL)</td>
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(g) two prominent educationists of the province other than employees of the institute

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| 1. | Dr. S. M. Qureshi  
Chairman, CIEC, Govt. of Sind |
| 2. | Dr. Zubair Ahmed Shaikh  
Dean, Computer Science ,NU (FAST), Karachi |

(h) one nominee of the Higher Education Commission

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| 1. | Prof. Dr. Mohammad Nishat  
Associate Dean, IBA Karachi |

(i) Two prominent citizen

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| 1. | Mr. Fazallullah Qureshi  
Ex- Federal Secretary |
| 2. | Mr. Justice (R) Ali Aslam Jafferi  
Ex-Federal Insurance Ombudsman |

(j) four institute teachers

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| 1. | Prof. Dr. Madad Ali Shah,  
Professor |
| 2. | Dr. Qamar Uddin Khand,  
Associate Professor |
| 3. | Syed Mir Muhammad Shah,  
Assistant Professor |
| 4. | Mr. Manzoor Ali Mirani,  
Lecturer |

(k) One member of alumni of the institute elected from amongst themselves

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<td>Mr. Muhammad Ali Khoso</td>
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(l) Secretary of Senate

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<td>Mr. Zahid Hussain Khand</td>
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Registrar
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<th>(a) the Director who shall be its Chairperson</th>
<th><strong>Mr. Nisar Ahmed Siddiqui</strong></th>
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<td>(b) the Deans of the faculties of the institute</td>
<td>Sitting Deans of the faculties of the institute</td>
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| (c) three 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. | 1. **Mr. Pervaiz Ahmed Memon**  
   Assistant Professor  
   2. **Mr. Abdul Ghani Soomro**  
   Lecturer  
   3. **Mr. Sarfaraz Ahmed Dakhan**  
   Lecturer |
| (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 | **Engr. Zahid Hussain Khand** |
| (f) the Treasurer | **Mr. Nadeem Shakoor Javeri** |
| (g) the Controller of Examination | **Mr. Imran Khan** |
## Academic Council

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<th>(a) the Director who shall be the Chairperson</th>
<th>Mr. Nisar Ahmed Siddiqui</th>
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<td>(b) the Deans of faculties and such heads of departments as may be prescribed.</td>
<td>The sitting deans of faculties and heads of all departments</td>
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</tbody>
</table>
| (c) five members representing the departments and the constituent colleges to be elected in the manner prescribed by the Senate | 1. **Syed Mir Muhammad Shah**  
Assistant Professor/HoD Business Administration  
  
2. **Mr. Pervaiz Ahmed Memon**  
Assistant Professor, Business Administration  
  
3. **Mr. Abdul Sattar Chann**  
Assistant Professor, Electrical (Telecom) Engineering  
  
4. **Mr. Javed Ahmed Shahani**  
Assistant Professor, Computer Science  
  
5. **Mr. Malik Farooque Awan**  
Assistant Professor, Computer Science |
| (d) two Principals of affiliated colleges | When available |
| (e) five Professors including emeritus professors | 1. **Prof. Dr. Madad Ali Shah**  
Professor/HoD, Electrical (Telecom) Engineering  
  
2. **Dr. Qamar Uddin Khand**  
Associate Professor/HoD, Computer Science  
  
3. **Dr. Niaz Ahmed Bhutto**  
Associate Professor, Business Administration  
  
4. **Dr. Sohail Iqbal**  
Associate Professor, Computer Science |
| (f) Six members from different subject fields | 5. Dr. Zulfiqar Ali Memon  
Associate Professor, Computer Science |
|---------------------------------------------|----------------------------------------------------------------------------------|
| 1. Mr. Tahir Jawaid  
Vice President HR & Public Affairs  
Engro Corporation | 2. Mr. Shamsuddin Shah  
Regional Manager Sales  
Reckitt Benckiser (Pakistan) |
| 3. Dr. Zeeshan Ul -- Hassan Usmani  
Faculty Member | 4. Madam Jahan Ara  
President P@sha |
| 5. Prof. Dr. Mukhtiar Ali Unar  
Chairman, Computer Systems  
MUET, Jamshoro | 6. Mr. Ramay Reyad Kamel  
Chief Technical Officer  
Mobilink Pakistan |
| (f) the Registrar | Engr. Zahid Hussain Khand |
| (g) the Controller of Examination | Mr. Imran Khan |
| (h) the Librarian | Mr. Imdad Hussain Abro |
THE COURSES OF STUDY FOR DEGREES, DIPLOMAS, FOUNDATION SEMESTER AND CERTIFICATES OF THE INSTITUTE

Degree Programs

Faculty of Business Administration:

1. BBA  (Morning) -------------- 1995
2. MBA  (Morning) -------------- 1995
3. MBA  (Evening) -------------- 2001
4. MBA  (Banking & Finance) ---- 2006
5. MS/M.Phil Management Science ---- 2009
6. PhD Management Science --- 2009

Faculty of Information Technology (I.T):  

1. BS (Computer Science) --------------------- 2001
2. MS (Computer Science) --------------------- 2009
3. MS (Computer Communication & Networks) -2009
4. MS (Software Engineering & Management) ---2009
5. PhD (Computer Science) --------------------- 2012

Faculty of Engineering

1. BE Electrical(Telecom) Engineering ---- 2006
2. BE Electrical(Electronics) Engineering ------2012

Department of Education Management

Associate Degree in Education  -------- 2012

1. Introduction

The Sukkur IBA offers full-time Business Programs, Information Technology Programs, Engineering Programs, Foundation Course and Short Courses at Campus. It also offers a variety of part-time programs in the evenings. It is not uncommon to find entrepreneurs, practicing, government employees and technocrats all attending this program. 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 bachelor programs are offered in Business Administration, Computer Science, Software Engineering, Electrical (Electronics) Engineering and Electrical (Telecom) Engineering.

The master’s program offers specialization in the fields of Management, Human Resource Management, Finance, Banking, Marketing, Entrepreneurship and Agribusiness.

The MS and PhD programs in Management Science and Computer Science

The programs of the study are as follows:

2 The Full-time Programs

a. Bachelor of Business Administration – BBA
b. Bachelor of Computer Science – BS (Computer Science)
c. Bachelor of Software Engineering - BS (Software Engineering)
d. Bachelor of Electrical Engineering - B.E Electrical (Electronics) Engineering
e. Bachelor of Electrical Engineering - B.E Electrical (Telecom) Engineering
f. Master of Business Administration – MBA
g. Master of Business Administration- MBA (Banking and Finance)
h. Master in Management Science – MS (Management Sciences)
i. Master in Computer Science - MS (Computer Science)

j. Ph.D in Management Science
k. Ph.D in Computer Science
l. Certificate Courses (Sunday IT / Sunday English for All (SEFA))
m. Summer Program

n. Foundation Program

o. Crash Program

5. Details of Full-Time Programs:

a. BS (Computer Science), 4 years degree program

The Sukkur IBA offers a full-time 4 year, 8 semester degree program in Computer Science (BS Computer Science & BS Software Engineering). This program offers
two specialization tracks namely BS with specialization in Computer Science, and BS with specialization in Software Engineering. Our BS program is dually recognized by the National as well as International accreditation bodies. The HEC-NCEAC has awarded the highest category “W” to our Computer Science programs.

The Department of Computer Science provides quality of education through innovative teaching methodologies and with State-of-art computing facilities.

The purpose of these programs is to produce graduates with sound knowledge of Computer Science, Software Engineering, contemporary technologies and professional skills.

The degree program comprises of total 130-133 credit hours. Students are not permitted any employment except the Sukkur IBA arranged internship.

b. **BBA, 4 years degree program**

The BBA program provides a solid theoretical understanding, while developing usable skills within a broad spectrum of business problems. The teaching is through lectures, seminars, and group work balanced by case studies, all of which encourage the exchange of ideas, insights and information among students and professors. The Program is spread over eight semesters. It consists of 141 credit hours spread over 47 courses. After the fifth semester students complete internships during summer. Students are allowed six courses (18 credit hours) per semester. Students are not permitted any employment except the IBA - arranged internship.

c. **B.E Electrical (Electronics / Telecom) Engineering, 4 years degree program**

The aim of BE Electrical (Electronics / Telecom) Engineering program is to provide quality education in the field of Telecom Engineering to the students of Sukkur IBA. The Sukkur Institute of Business Administration aims at providing quality technical education, supplemented with market-required practical skills to its students of B.E Electrical (Electronics / Telecom) Engineering, in order to gain employment after graduation. Sukkur IBA believes in equipping engineers, so that they can initiate commercial ventures, attract employment for themselves and show light to others as well.

The total credit hours are 135, comprises of 39 compulsory and 2 elective courses. Students are not permitted any employment except the Sukkur IBA - arranged internship. The scheme of studies was prepared as per the guidelines of HEC and PEC.

d. **MBA, 4 years degree program**

The Sukkur IBA offers a full time MBA-( 4 years, and 8 semesters degree program). The total credit hours of program are 114 (core courses = 96 + electives = 18).
The eligibility criteria are 14 years of education in any discipline with minimum 50% marks.

e. **MBA, 2 ½ years degree program**

The Sukkur IBA offers a full time MBA- 2 ½ years, 5 semesters’ degree program. The total credit hours of the program are 72 (core courses = 60 + electives =12).

The eligibility criteria is 16 years of non-business education with minimum 50% marks.

f. **MBA, 2 years (after 4 years BBA) degree program**

The Sukkur IBA offers full time MBA, 2 years, 4 semesters degree program. The total credit hours of program are 60.

Candidates must have 16 years education in business discipline with 70% marks.

g. **MBA (Banking & Finance), 4 years degree program**

The Sukkur IBA offers full time MBA (Banking & Finance), 4 years, 8 semesters degree program. The total credit hours of program are 120 (core courses = 90 + electives =15 + project = 15).

The eligibility criterion is 14 years of education in any discipline with minimum 50% marks.

h. **MS (Computer Science), 2.5 years degree program**

The Sukkur IBA offers a full time MS (Computer Science) program. The total credit hours of program are 33 (core = 12 + electives = 12 +thesis = 09). In following three areas MS program offered:

1. MS in Computer Science
2. MS in Software Engineering and Management.
3. MS in Computer Communications and Networks

i. **MS (Management Science), 2.5 years degree program.**

The Sukkur IBA offers a full time MS/PhD program that the scheme of studies for MS (Management Science), 2 years, 4 semesters degree program. The total credit hours of program are 39 (core = 15 + electives = 12 +thesis = 12).
j. **PhD (Computer Science), degree program**

The Sukkur IBA offers PhD in Computer Science program. The total credit hours of program are 48 (course work = 18 + thesis = 30).

k. **PhD in Management Sciences, degree program**

The Sukkur IBA offers PhD in Management Science, 3 years degree program The total credit hours of program are 45 (course work = 18 + thesis = 27)

l. **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.

m. **Summer Program**

Summer program offers an opportunity to professionals to enhance their professional skills, along with chance for students to overcome their academic deficiencies. It is eight week program offered in June-July every year.

n. **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.

o. **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.
THE ADMISSION AND EXPULSION OF STUDENTS TO AND FROM THE INSTITUTE

1. **Institute Open to All**: -

   The Institute shall be open to all persons of sex and whatever religion, race, creed caste, colour or domicile, They are academically qualified for admission to the course of study offered by the Institute and no such person shall be denied the privilege of admission on the ground only of sex, religion, race, caste, creed, colour or domicile.

2. **Admission**:

   Admissions are given totally on merit and no quota system is followed. Candidates from any area, holding any nationality can apply.

   Sukkur IBA welcomes applications from students of all areas of study. It is the quality of the individual as well as the student's previous field that helps him / her qualifies for admission test and Interview of Sukkur IBA.

   The number of seats is not fixed. The no. of students granted admission is limited by quality of candidates on the one hand and availability of Sukkur IBA resources and capacity, i.e. classrooms as well as teachers on the other.

3. **Admission to Full-time undergraduate Programs**

   1. The minimum academic requirement for applicants to BBA / BS (CS) is a HSC / F.Sc (Science) passed with minimum 50% or equivalent marks with no supplement.

   2. The minimum academic requirement for applicants to BE-Electrical (Electronics / Telecom) Engineering is an HSC / F.Sc (Pre-Engr / DAE) passed with minimum 60% or equivalent marks with no supplement.

   Applicants for the BBA, BS and B.E programs must have completed HSC or equivalent at the time of appearing for an interview. Applicants, whose final year results have not been announced at the time of the interview, should have no deficiency in the first year of their HSC / A Level (or equivalent) examinations. Such applicants may be granted provisional admissions, and in case their final exam results are subsequently found not meeting the minimum requirements of the Sukkur IBA, their provisional admissions shall stand cancelled.
4. Admission in Full time Graduate programs.

a. MBA, 4 years degree program

The eligibility criteria are 14 years of education in any displace with minimum 50% marks.

b. MBA, 2 ½ years degree program

The eligibility criteria is 16 years of education of non-business displace with minimum 50% marks.

c. MBA, 2 years (for 4 years BBA)

The eligibility criteria is 16 years of education in business displace with minimum 70% marks.

d. MBA (Banking & Finance), 4 years degree program

The eligibility criteria is 14 years of education in any displace with minimum 50% marks.

Applicants for the MBA Program must have completed bachelor’s degree or equivalent at the time of appearing for the interviews. Applicants, whose final year exam results have not been announced at the time of the interview, should have no deficiency in the first year of their bachelor’s examinations. Such applicants may be granted provisional admissions, and in case their final exam results are subsequently found not meeting the minimum requirements of the Sukkur IBA, their provisional admissions shall stand cancelled.

a. Admission Procedure

Admission to all Programs at the Sukkur IBA is granted to applicants on the basis of their performance in a series of tests. Following the initial screening through an aptitude test, the applicants appear for, an interview. Applicants who pass the interview are evaluated analytically through group discussions where their communication skills, confidence, maturity and leadership potential are assessed. The applicants then go through projective achievement motivation test as a final check of their suitability for studies at Sukkur IBA and a career in Business Administration, Computer Science and Telecommunication Engineering. All programs commence in the Fall Semester starting in August. Admission procedures for all programs start in May - June. Advertisements are placed in leading newspapers of the country, announcing the admissions. Admission of all students is provisional and subject to final approval by the admission Committee of Sukkur IBA.
b. **Requirements at the Time of Interview**

All applicants to the MBA program must have completed graduation at the time of appearing for the interview. Applicants whose final year results have not been announced at the time of the interview should not have any deficiency in the first year examination.

Applicants for any bachelor's program must have completed intermediate 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 deficiency in the first year of their intermediate examinations.

Candidates are required to bring the following documents in original to the interview:

1. Matriculation (or equivalent) certificate with marks sheet.
2. Intermediate (or equivalent) certificate with marks' sheets.
3. Graduation marks sheets. (In case of applicants whose final year result has not been announced, first year marks sheet must be provided).

5. **Procedure for Registration**

Students who have been granted admission to any of the Sukkur IBA Programs (with admission forms) must submit the following documents to complete the registration process:

a. Registration form along with paid fees challan.

b. Attested copy of Graduation degree or marks sheet (if the degree is awaited) signed by the University authorities plus an attested copy.

c. An Attested copy of Matriculation certificate and marks sheet.

d. An attested copy of Intermediate certificate and Marks sheet.

e. Six copies of recent passport-size photograph.

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

The offer of admission does not remain valid if a candidate does not take admission in the semester for which the offer is made.
6. **Procedure for Enrolment**

   a. **Documents to be submitted**

   The following documents must be enclosed with the enrolment form, failing which application for enrolment will not be processed.

   (1) SSC/ 'O' Level Certificate: Attested Photostat Copy.

   (2) HSC/ 'A' Level Certificate: Attested Photostat Copy.

   And Original Marks Sheet (Original Mark Sheet will not be returned)

   (3) Bachelor Degree: Attested Photostat Copy.

   And Original Marks Sheet (Original Mark Sheet will not be returned)

   (4) Migration Certificate (in original): issued by the University / Board in case the candidate has passed the examination from a Pakistani University / Board other than BISE Sukkur / Shah Abdul Latif University. (Original Migration Certificate will not be returned).

   (5) CNIC attested Photostat Copy.

   (6) Two recent attested Passport size photographs.

   (7) Equivalence certificate from the HEC / IBCC body in case of degrees issued by non-Pakistani Universities

   (8) Any other document(s) that may be required.

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 terms 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 (sore of both term examination are counted towards the final grade).

A number of surprise quizzes is 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;
### Grade Percentage GP

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

In determining the course grades, sixty per cent 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 receives an 'F' grade. No make-up examination is allowed in any case under any circumstances for students.

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

### Grade Percentage / Mark GP

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage / Mark</th>
<th>GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>46 – 50</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>44 - 45</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>42 - 43</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>39 - 41</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>37 - 38</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>35 - 36</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>32 - 34</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>30 - 31</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0 - 29</td>
<td>0</td>
</tr>
</tbody>
</table>

The GPA is computed as follows:

\[
\text{Sum of (credit hrs x grade points)} / \text{Sum of Credit hours}
\]

**Minimum CGPA Requirements**

A student must have maintained a minimum GPA 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 GPA 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 be 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.

20 Marks policy in final result

Students are required to secure 20 marks out of 40 marks in final result of every subject to improve quality of education. The minimum requirement for each candidate enrolled in any degree program of Sukkur IBA will be to obtain 20 marks out of 40 in final paper. The policy is effective from Fall 2010.

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 to frequently visit the organizations to keep abreast of the progress of internees. At the end of the internship, students submit an internship report and arc 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. Transcript of credit and degree are 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, effective from spring 2010 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 before the 2nd 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 D-, D and D+ (C, C- for new grading scheme) 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) Completion of complete course work.

(2) Passing the comprehensive examination.

(3) Enrolment with Sukkur IBA.

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 at 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 shall 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 educations 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) (e) 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 form 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 examinations.
(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 Members
to be nominated by the Director,
as the case may be

(iii) Officer In Charge of Examinations Member/Secretary

The term of office of the members, other than the ex-officio, 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 call a meeting of the Committee in consultation with the Committee’s Chairman, to which the accused student(s) shall also be called. He/she/they shall 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 up to 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.
THE USE OF LIBRARY

1. Preamble

It is deemed necessary to create congenial atmosphere in the libraries to ensure their effective use, proper maintenance of books, journals and other published and digitised material. Besides this the follow-up of timely return of books and up-to-date record of all library materials are of vital importance for the upkeep of the libraries. The following Regulations establish rules for permissible use and handling of the library facilities.

2. Title

These Regulations, which have been farmed in pursuance to section 27 (1) (h) of Sukkur Institute of Business Administration Act 2006, shall be called the “Sukkur Institute of Business Administration, Regulations Relating to Use of Libraries, 2006.”

3. Commencement

These Regulations shall come into force with immediate effect.

4. Application

These regulations shall apply to all the users of Institute Library facilities.

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 constituent campus of the Institute;
(b) “Faculty” means the teaching staff of the Institute;
(c) “Institute” means the Sukkur Institute of Business Administration
(d) “Librarians” means the heads of the library information services of the respective campuses;
(e) “Officers” mean the officers of the Institute;

(f) “Director” means Director of the Institute;
(g) “Staff” means administrative/support staff of the Institute;
(h) “Student” means the student of the Institute.
6. **General**

The use of Libraries shall be open to the members of the following categories;

(a) Members of the Faculty and Staff.
(b) Fellows and Research Scholars.
(c) Students on the roll of the Institute.

7. Students are entitled to borrow books (excluding text reference books and general reference books) as per following limits for a period of four weeks:

(a) Undergraduate students - Two books
(b) Graduates Students - Two books
(c) Postgraduate - Four Books

8. Faculty and staff are entitled to borrow books (excluding text reference books and general reference books) for a period of one semester as per following limits:

(a) Professor/Deans/Advisor/Associate Professors 10 books
(b) Assistant Professors/Lecturers: 6 books
(c) Visiting Faculty 5 books
(d) Officers 6 books
(e) Assistants 3 books
(d) Staff 2 books

9. The borrowed books shall renew for a further period of four weeks, if these have not been reserved for another user. Over-due books shall not be renewed.

10. Books and other material of the following description shall not be issued to borrowers but may be consulted in the Library during working hours with the permission of the Librarian.

(a) Reference books like Encyclopedias, dictionaries, reports and other reference materials.
(b) Reserved books.
(c) Rare books and protected documents.
(d) Microfilms, manuscripts.
(e) Periodicals (Journals, Magazines, Newspapers)
(f) Any other material at the discretion of the Librarian.

Note: Any reference book cannot be consulted without the IBA / CNIC Card.
11. Mutilation of Library material is a crime resulting in disciplinary action. However, books accidentally damaged should be reported promptly so that suitable assessment may be made and damaged recovered.

12. In case a book is urgently required, the librarian may recall it at short notice any time and such a book shall be returned immediately by the borrower.

13. If a library ticket is lost or damaged, Rs. 100 shall be charged for a new library ticket.

14. New arrivals, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian to the Chairmen/Heads of various Departments periodically.

15. Members of the library shall be entitled to borrow books from the library except those books which are especially mentioned in rule 10 above.

16. **Library Etiquettes**

   Users are not allowed to bring their personal belongings into the library. All members shall be required to leave their personal belongings (books, files, briefcases, handbags, register, etc) at the entrance of the library at designated place.

17. 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.

18. 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.

19. Complete silence shall be observed inside the library except for brief and subdued talk with the library staff at the Circulation Desk or in any other Section of the library.

20. Drinking and eating shall not be allowed inside the library.

21. Use of mobile phone and smoking are strictly prohibited inside the library.

22. Loud talk /un-necessary discussion / disturbance / snoozing etc. shall not be allowed inside the library.

23. **Fines**

   The violation of library rules may result in following fines:

   (a) A fine of Rs. 10 per book, per day shall be charged for late return.

   (b) In case of loss of books the lost books shall have to be replaced. For out of print tiles the amount equal to five times the original purchase price of the book item shall be charged.

   (c) The total cost of the damaged or lost martial which can be replaced, shall be charged.

   (d) Those borrowers who have lost books shall also not be allowed to borrow any library material until the lost materials have been replaced.
24. **Consultation**

The circulation Desk may be consulted while using the following services:

- (e) Online Public Access Catalogue (OPAC)
- (f) Audio/Visual Materials, CDs and Diskettes
- (g) Multi-media library

25. **Book Bank Facility**

1. Book Bank lending facility to the students on 25% cost basis (non refundable) shall be charged and the book borrowed for one semester first come to first serve basis, subject to availability of more than 05 copies.

26. **Special Facility**

Photocopying facility is available on payment basis (at the market rate) where copyright rules permit.

27. The Librarian has the authority to immediately stop issuance of library material or discontinue the Reading Room facilities for those violating these Regulations.

**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.


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.


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 from 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 Institute. 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 circumstance, 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, keep iron on or tape of bathrooms 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 at the Institute 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 academic buildings 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) All students have to sign a room inventory after taking over and keep one copy of the same with them for their record.

xxxi) 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 Incharge

**Premises Shared**

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

i) Smoking is strictly prohibited in these areas.

ii) Taking meals/eatables in the shared premises, other than the dining room is not permitted.

iii) The common room will be closed and locked at 1.00 a.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 dish antenna. 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 year a student’s 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.

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 eatables, 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 eatables 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 to change hostels/rooms without the prior approval of the Provost Hostel.
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 Personnel at extension 172.

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

**BUS ROUTES**

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

Scholarships at Sukkur IBA for graduate & Post graduate Programs:

- HEC-USAID Scholarships
- HEC-JICA Scholarships
- Endowment fund of Sindh Education Department
- Merit-cum Poverty Scholarship Sindh Education Department
- Fifteen scholarships are awarded to Sukkur IBA students by Prince Hassan Ali Khan, Director, Continental Biscuit Factory Sukkur/Member Senate Sukkur IBA.
- Four scholarships are awarded by Mr. Shafqat Ali Memon of Shikarpur district working at Bahrain.
- National ICT R&D fund Scholarships
- Shell Pakistan Scholarships
- National Bank of Pakistan Qaraz Hassan Loan.
- Fifteen Scholarships by District Government, Sukkur
• Ten Scholarships by District Government, Naushahro Feroze
• Ten Scholarships by District Government, Khairpur Mirs
• Ten Scholarships by District Government, Jacobabad.
• Ten Scholarships by District Government, Ghotki

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
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**

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.

**Campus Life**

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 arose 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.
SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Academic Calendar

FALL SEMESTER 2012
w.e.f: August 06, 2012 to December 24, 2012

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Days</th>
<th>Sundays</th>
<th>Holidays</th>
<th>Exam Days</th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 06, 2012</td>
<td>26</td>
<td>03</td>
<td>04</td>
<td>---</td>
<td>19</td>
</tr>
<tr>
<td>September</td>
<td>30</td>
<td>05</td>
<td>---</td>
<td>06</td>
<td>19</td>
</tr>
<tr>
<td>October</td>
<td>31</td>
<td>04</td>
<td>03</td>
<td>---</td>
<td>24</td>
</tr>
<tr>
<td>November</td>
<td>30</td>
<td>04</td>
<td>03</td>
<td>06</td>
<td>17</td>
</tr>
<tr>
<td>December 24, 2012</td>
<td>24</td>
<td>04</td>
<td>---</td>
<td>06</td>
<td>13</td>
</tr>
</tbody>
</table>

Total Working Days: 92

Examinations Schedule

* First Term Exam September 17 – 23, 2012
* Second Term Exam November 12 – 18, 2012
Preparatory Holiday December 18, 2012
Final Exam December 19 – 24, 2012

(* first & second Term examination will be of 2 hours duration) Final Examinations will be of 3 hours duration.

List of Tentative Holidays during Fall Semester 2012

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the days</th>
<th>No. of Days</th>
<th>Dates</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Independence Day</td>
<td>01</td>
<td>August 14, 2012</td>
<td>Tuesday</td>
</tr>
<tr>
<td>2.</td>
<td>Eid-ul-Fitr</td>
<td>03</td>
<td>August 20 – 22, 2012</td>
<td>Monday, Tuesday, Wednesday</td>
</tr>
<tr>
<td>3.</td>
<td>Eid-ul-Azha</td>
<td>02</td>
<td>October 26 – 27, 2012</td>
<td>Friday, Saturday</td>
</tr>
<tr>
<td>4.</td>
<td>Iqbal Day</td>
<td>01</td>
<td>November 9, 2012</td>
<td>Friday</td>
</tr>
<tr>
<td>5.</td>
<td>Youm-e-Aushora</td>
<td>02</td>
<td>November 23, 24, 2012</td>
<td>Friday, Saturday</td>
</tr>
<tr>
<td>6.</td>
<td>Quaid-e-Azam Day</td>
<td>01</td>
<td>December 25, 2012</td>
<td>Tuesday</td>
</tr>
<tr>
<td>7.</td>
<td>Benazir Bhuto’s Death Anniversary</td>
<td>01</td>
<td>December 27, 2012</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

Note: ** Islamic holidays are subject to appearance of the moon. * National Holidays Subject to declaration by Govt. of Pakistan