



**Shaheed Zulfikar Ali Bhutto  
Institute of Science & Technology**

Karachi - Islamabad - Larkana - Hyderabad - Dubai

**Discover  
Yourself**

**STUDENT  
HANDBOOK  
2016**

We Just Don't Work Hard  
**We Work Smart**

***SZABIST***

Student  
Handbook  
2016



**WELCOME MESSAGE BY THE CHANCELLOR  
WELCOME MESSAGE BY THE PRESIDENT  
WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS  
WELCOME MESSAGE BY THE VICE PRESIDENT  
(ADMINISTRATION & FINANCE)**

SZABIST Campus Village Map (Karachi)	i
List of Abbreviations and Acronyms	ii
Location of Offices at SZABIST	iii
Program Management and Communication	1
Rules Governing Registration and Classes	8
Rules Governing Payment of Fees	11
Rules Governing Attendance	12
Rules Governing Withdrawal from Courses	13
Rules Governing Grading	15
Rules Governing Examinations	17
Rules Governing Research Project, IS, Thesis and Dissertation	21
Rules Governing Academic Integrity, Plagiarism and Similarity Index	22
Rules Governing Transfer	23
Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission	25
Rules Governing Letter Grade, Transcripts, Degree Completion and Continuation for Higher Degrees	28
Rules Governing Convocation Medals and Honors List	31
Additional Guidelines for the University of London Law Program Students	32
Review and Revision of Academic Policies	35



# CONTENTS

## STUDENT FACILITATION

Rules Governing Libraries .....	37
Rules Governing Computer Labs .....	39
Rules Governing Media Cage, Studios, Sound and Media Labs, and iMac Suite .....	43
Rules Governing Mechatronics Labs .....	46
Rules Governing Biosciences Labs .....	47
Rules Governing Psychology Lab .....	48
Rules Governing Financial Assistance .....	49
Rules Governing Executive Development Center .....	51
Rules Governing Student Activities and Associations .....	53
Rules Governing Student Code of Conduct .....	56
Other Facilities: Study Rooms and Games' Room, Photocopy Shop, and Cafeteria .....	60
Annexure-A .....	61
Annexure-B .....	62



# WELCOME MESSAGE BY THE CHANCELLOR



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

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

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

SZABIST is a perfect platform where students discover their talents and strengths and overcome weaknesses to achieve their educational, professional, and personal aspirations. This Handbook is aimed at familiarising you with SZABIST policies and procedures, to make your experience as a student rewarding.

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

***Dr. Azra Fazal Pechuho***

Chancellor,  
SZABIST



# WELCOME MESSAGE BY THE PRESIDENT



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

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

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

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

**Ms. Shahnaz Wazir Ali**  
President,  
SZABIST



# WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS



Congratulations for being a part of SZABIST family. The institution enjoys a high reputation due to its professional environment and dedication to impart quality education. The institution has crossed 20 plus years of its existence. Its exponential growth speaks itself of its popularity. It is fully recognized by all regulatory bodies in the country, such as HEC, PEC, NCEAC, NBEAC, NACTE, CIEC (Sindh). It is a member of several international associations, such as International Association of Universities (IAU) Paris, Association of Commonwealth Universities (ACU) London, Association of Advance Collegiate School of Business (AACSB) Singapore, Asia University Federation Seoul, Asia-Pacific Quality Network (APQN) China, etc.

The institution is committed to preparing students in diversified areas of learning, such as Management Sciences, Computer Sciences, Media Sciences, Bio-Sciences, Social Sciences, Mechatronic Engineering, Law and Education. The learning outcomes of the courses and programs have been carefully designed to compel the students to develop critical & creative thinking and to acquire problem-solving skills. We understand, University without Research is tantamount to Body without Soul. That is why we give high priority to research seminars and encourage our students to write research articles at every stage.

We understand the very significance of counseling and guidance, which our youngsters require at every step during their course of studies and beyond that. This is done through the well-trained Program Managers in every program. Our Executive Development Center (EDC) looks after the job placements and builds linkages with alumni. That's why our alumni are our face value.

Our strength is our ERP, developed by our own software house. We fully make use of modern IT tools in teaching and managing our academics and ensure quality education through ongoing and systematic assessments throughout the semesters. We have been awarded 93% score by QEC/HEC.

Finally, we believe in building the personalities, not merely producing degree-holder graduates. This we ensure through conducting seminars and guest lectures frequently by eminent personalities, through our students' societies, which are responsible to arrange co-curricular and extra-curricular activities round the year.

Please go through this entire Handbook to know about rules and policies about SZABIST.

**Dr. Mohammad Altaf Mukati**

Vice President, Academics

SZABIST



# WELCOME MESSAGE BY THE VICE PRESIDENT ADMINISTRATION & FINANCE



Welcome to SZABIST and congratulations on being selected at one of the highest ranked Higher Education Institutes of Pakistan. With the vision of Shaheed Zulfikar Ali Bhutto brought in reality by his daughter Shaheed Mohtarma Benazir Bhutto, and under the guidance of our Chancellor Madam Azra Fazal Pechuho, SZABIST has evolved into a world class institute globally recognized for its excellence in education, research, and in producing highly qualified scientific and technical graduates.

SZABIST Administration and Academic wings are enthusiastically preparing and looking forward to journeying with you an exciting period, where you will enjoy excellence in the respectful and caring environment of our institute.

This Student Handbook is a compendium of the courses being offered at SZABIST that will stir you to consider the discipline best suited to your requirements. I hope the Student Handbook will serve as a useful guide in planning out your academic tenure at SZABIST.

With best wishes

***Ms. Nasreen Haque***

Vice President (Administration & Finance),  
SZABIST



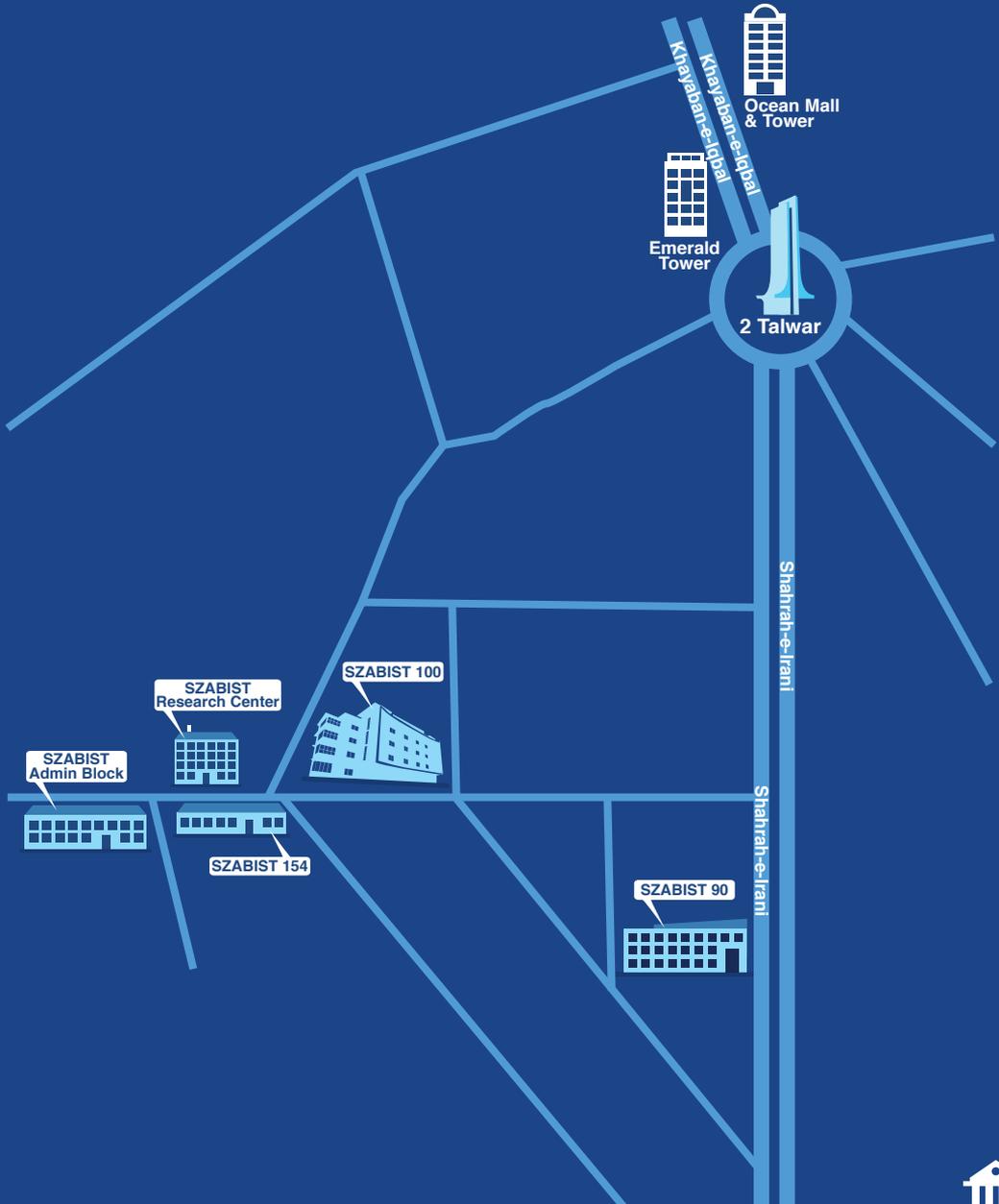
# PREFACE

This edition of the Student Handbook has been compiled to communicate to you, the rules, policies and procedures governing the student body, and also to describe the services available to you as a student. For your convenience, a copy of the handbook is maintained on the SZABIST website at [www.szabist.edu.pk](http://www.szabist.edu.pk). While going through the Student Handbook 2016, you will be able to identify key departments, their functions and personnel who will help you throughout your association with SZABIST. In case you require any clarifications, do contact your Program Manager and Student Advisor, who have been appointed to support you; their contact details are on pages 1-4.

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



# SZABIST Campus Map (KARACHI)



# LIST OF ABBREVIATIONS & ACRONYMS

- BABS** - Bachelor of Arts in Business Studies  
**BBA** - Bachelor of Business Administration  
**BE (Mechatronics)** - Bachelor of Engineering in Mechatronics  
**BS (Biosciences)** - Bachelor of Science in Biosciences  
**BS (Computing Science)** - Bachelor of Sciences in Computing  
**BS (Media Sciences)** - Bachelor of Sciences in Media Sciences  
**BS (Social Sciences)** - Bachelor of Sciences in Social Sciences  
**CGPA** - Cumulative Grade Point Average  
**CMD** - Center of Management Development  
**EDC** - Executive Development Center  
**EMBA** - Executive Master of Business Administration  
**GPA** - Grade Point Average  
**HEC** - Higher Education Commission  
**HoD** - Head of Department  
**IS** - Independent Study  
**LLB** - Bachelor of Law  
**MBA** - Master of Business Administration  
**MS (Computer Science)** - Master of Sciences in Computer Science  
**MS (Management Sciences)** - Master of Sciences in Management Sciences  
**MS (Media Sciences)** - Master of Sciences in Media Sciences  
**MS (Social Sciences and Economics)** - Master of Sciences in Social Sciences and Economics  
**NRC** - National Research Conference  
**PA** - Personal Assistant  
**PM** - Program Manager  
**PhD** - Doctor of Philosophy

# LOCATION OF OFFICES AT SZABIST (Karachi Campus)

## Dean/Head of Departments/Program Managers

	Campus	Floor	Room #
Head of Student Support Services & BBA Program Manager (Years 3 & 4)	90	Ground	10
BABS Program Manager	90	Ground	11
Head of Management Science Program	90	Ground	12
EMBA / MPM & MBA 90 & 72 Evening Programs Manager	90	Ground	13
Vice President Academics, Dean (Computing & Engineering Sciences)	90	First	26
BBA Program Manager (Years 1 & 2)	90	First	29
Head of Education and English Department	90	First	35
MBA-Day & Evening Program Manager	100	Second	301
Head of Media Sciences Program	100-Media Annex	First	M-23
BS Social Sciences and Economics Program Manager	100-Media Annex	Second	M-24
Dean, MS/PhD Social Sciences and Education Department	100-Media Annex	Second	M-31
BE Mechatronic Program Manager	100	Third	304
LLB Program Head	154	Ground	109
BS-Computer Science Program Manager	154	First	-
MS-Computer Science Program Manager	154	First	-
Head of Computing Program	172/1	Ground	-
Head of BE-Mechatronics Program	172/1	Ground	-
Head of Biosciences Program	172/1	First	-

## 90 Clifton Building

	Floor	Room #
Reception Desk	Ground	01
Chancellor's Office	Ground	02
President's Office	Ground	03
Executive Secretary to the President	Ground	-
Academic Office (Class schedules and other student queries)	Ground	04
Financial Assistance and External Relations	Ground	05
Board Room	Ground	06
Director IT	Ground	07
Zabnet	Ground	14
Computer Labs (1 & 2)	Ground	15
Study Room	Ground	-
Class Rooms	Ground	16, 17 & 18
Photocopier (Back Area)	Ground	-
Cafeteria and Seating (Back Area)	Ground	-
Sindh Abbyas Academy	First	19 & 20
Class Rooms	First	21, 22, 24 & 25
Records Office	First	23
P.A to V.P. Academics	First	27
Institutional Research Department/Quality Enhancement Cell	First	30
Examination Department	First	33
English & Education Department	First	35
Class Rooms	Second	31 & 32
Auditorium	Second	36
Class Rooms	Second	37 & 38
Senior Manager University Affairs	Second	39



## 100 Clifton Building

	Floor	Room #
Reception Desk Entrance	Ground	-
Admin Office	Ground	101
Academic Office (Class schedules and other student queries)	Ground	102
Faculty Room	Ground	-
Head of IT, Lab Administrator	Ground	103
Class Rooms	Ground	104 & 105
Computer Labs (3 & 4)	Ground	Lab-3 & Lab-4
Study Room (Back Area)	Ground	108
Student Activity Room (Back Area)	Ground	-
Photocopier Shop (Back Area)	Ground	-
Cafeteria and Seating Area (Back Area)	Ground	-
Class Rooms	First	202, 205 & 208
Computer Labs (5 & 6)	First	206 & 207
Faculty Offices	First	201, 203 & 204
Class Rooms	Second	302, 305, 308 & 309
Faculty Offices	Second	303 & 304
Girls Common Room	Second	306
Computer Lab (7)	Second	307
Research Office	Third	401
Class Rooms	Third	402,405,407,408, 409 & 410
Faculty Offices	Third	403 & 404

## 100 Clifton Media Annex Building

	Floor	Room #
Student Advisor	First	M-24
Media Faculty Offices	First	M-21 & M-22
Electronic Lab	Second	M-32
Media Lab	Second	M-33
Sound Studio	Third	M-41
ZabFM 106.6 Radio Station	Third	M-42
ZabSolutions	Third	M-43
Faculty Office	Third	M-44

## F-79 Clifton Administration Building

	Floor	Room #
Internal Auditor Office	Ground	01
Admin Office	Ground	02
Executive Development Center	Ground	03
Procurement Office	Ground	04
Procurement Store	Ground	05
Library	Ground	06
Vice President Admin & Finance	First	07
PA to VP Admin & Finance	First	08
Finance Office	First	09
Marketing Office	First	10
Human Resource Office	First	11
Library	First	12

## 154 Clifton Building

	Floor	Room #
Reception	Ground	-
Academic Office	Ground	-
Admissions Office	Ground	106
Classrooms	Ground	107 & 108
LLB Program Support Officer	Ground	-
Biosciences Lab 1	Ground	113
Embedded System Lab	Ground	114
Instrumentation & Control Lab	Ground	115
Thermo Fluids Lab	Ground	116
Mechanics Lab	Ground	117
Media Studio	Ground	118
Faculty Offices	Ground	119
Canteen Area	Ground	120
LLB Program Library	Ground	121
Class Rooms	First	201, 202, 203 & 204
Class Rooms	Second	205
Display Room	Second	-
Faculty Offices	Second	-

## 172/1 Clifton Research Building

	Floor
Bioscience Lab 2	Ground
Engineering Workshop Lab	Ground
SZABIST Center for Biosciences Research (SCBR)	First
Bioscience Faculty Office	First



# PROGRAM MANAGEMENT & COMMUNICATION

## Program Orientation

Program Orientation for the new students is on the weekend before academic session begins, in which presentations on academic rules and regulations, fee and scholarships, grading and assessments, and use of facilities are given by Head of Department/ Program Managers.

## Program Management

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

## Communication

To remain fully informed, all SZABIST students are strongly encouraged to regularly check the bulletin boards, SZABIST website, and ZabDesk for important announcements. Please note that urgent announcements will be conspicuously posted on notice boards. Furthermore, to ensure prompt dissemination of important information, SZABIST takes the additional measure of sending SMS to students' cell phones.

## Applications

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

## Student Letters

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

Department	Types of Letters
● EDC	Report/Project Reference; Internship reference letter; Sponsorship letters
● Admissions	Bona-fide Student Letter; Visa Support Letter; English Language as Medium of Instruction
● Records	Migration and Degree Completion Letters; Degree Verification and Attestation
● Academics	Probation letter; Dismissal letter; MS/PhD Thesis and Dissertation related letters;
● External Relations	Scholarship Letter
● Program Manager	Student Reference Letters; Character Certificate, Appreciation letters for Guest Speakers

## Faculty of Computing and Engineering Sciences

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**Dr. Mohammad Altaf Mukati**  
Vice President (Academics) &  
Dean of Computing & Engineering Sciences  
altaf.mukati@szabist.edu.pk  
90 Clifton

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**Dr. Faraz Junejo**  
Head of Department, Mechatronic Engineering  
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172/1 Clifton

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**Dr. Imran Amin**  
Head of Department, Computer Science  
imran.amin@szabist.edu.pk  
172/1 Clifton

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**Dr. Husnain Mansoor**  
Program Manager, MS/PhD  
husnain.mansoor@szabist.edu.pk  
90 Clifton

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**Mr. Asim Riaz**  
Program Manager, Bachelors of Computer Science  
asim.riaz@szabist.edu.pk  
154 Clifton

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**Engr. Aneel Ahmed**  
Program Manager, BE Mechatronic Engineering  
aneel@szabist.edu.pk  
100 Clifton

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## Faculty of Management Sciences

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**Dr. Zaki Rashdi**

Head of Department Management Sciences &  
Program Manager, MS/PhD Management Sciences  
zaki@szabist.edu.pk  
90 Clifton

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**Mr. Masood Ahmed**

Program Manager, MBA-Day  
masood@szabist.edu.pk  
100 Clifton

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**Mr. Jamil Ahmed**

Program Manager, MBA-Evening (72 and 90 Credit Hours)  
EMBA, MPM, and MBA Banking & Finance  
jamil@szabist.edu.pk  
90 Clifton

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**Mr. Mazhar Ali**

Program Manager, MBA-Evening (36 Credit Hours)  
mazhar.ali@szabist.edu.pk  
100 Clifton

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**Ms. Wajeeha Fatima Javed**

Head of Student Support Services &  
Program Manager, BBA (Years 3 & 4)  
wajeeha@szabist.edu.pk  
90 Clifton

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**Mr. Fahad Zuberi**

Program Manager, BBA (Years 1 & 2)  
fahad.zuberi@szabist.edu.pk  
90 Clifton

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**Ms. Shehla Najib Sidiki**

Program Manager, BABS  
shehlanajib@szabist.edu.pk  
90 Clifton

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## Faculty of Education & Social Sciences

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**Dr. Riaz Shaikh**

Dean, Faculty of Education & Social Sciences  
/HOD SS/ MS/PhD SS Program Manager &  
Chairperson Doctoral Committee  
riaz.shaikh@szabist.edu.pk  
100 Clifton- Media Annex

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**Dr. Ghazala Rahman**

Director, Sindh Abhyas Academy  
ghazala.rahman@szabist.edu.pk  
90 Clifton

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**Mr. Syed Muhammad Ali Shah**

Program Manager, BS-Social Sciences  
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100 Clifton-Media Annex

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**Ms. Hira Anwar**

Program Manager, Languages  
hiraanwar@szabist.edu.pk  
90 Clifton

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## Department of Education

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**Dr. Fatima Dar**

Head of Department &  
Program Manager, MS/PhD Educational Leadership & Management  
fatima.dar@szabist.edu.pk  
90 Clifton

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## Faculty of Biosciences

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**Dr. Kashif Ali**

Head of Department, Biosciences &  
Program Manager BS Biosciences  
kashif.ali@szabist.edu.pk  
172/1 Clifton

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**Dr. Hammad Afzal Kayani**

Program Manager MS Biosciences &  
Master of Public Health.  
hammad.afzal@szabist.edu.pk  
154 Clifton

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## Faculty of Media Sciences

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**Mr. Shariq Chhappa**

Acting Head of Department, Media Sciences &  
**Program Manager, MS Media Sciences**  
shariq.chhappa@szabist.edu.pk  
100 Clifton - Media Annex

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**Ms. Maria Kamal**

Program Manager, BS Media Sciences  
maria.kamal@szabist.edu.pk  
100 Clifton - Media Annex

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## Faculty of Law

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**Ms. Shaaista Sarki**  
Head of Department, Law Program  
shaaista@szabist.edu.pk  
154 Clifton

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## Student Advisory

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**Mr. Bilal Zubedi**  
Student Affairs Advisor  
bilal.zubedi@szabist.edu.pk  
100 Clifton, Media Annex

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**Student Advisory:** The Student Advisor provides non-academic mentoring to the SZABIST student body through the SZABIST Student Council (SSC). More details about the SSC are on page 48.

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## Program Support Officers

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**Mr. Danish Jamil**  
Program Support Officer,  
Management Sciences  
Danish.jamil@szabist.edu.pk  
90 Clifton

**Mr. Kashif Ali Khan**  
Program Support Officer,  
Management Sciences & Computing  
Kashif.khan@szabist.edu.pk  
90 Clifton

**Syeda Sumaiya Noman**  
Program Support Officer,  
Computing Science  
syeda.sumaiya@szabist.edu.pk  
Research Building 172/1 Clifton

**Mr. Imran Alam**  
Program Support Officer,  
Social Sciences  
Imran.alam@szabist.edu.pk  
100 Clifton, Media Annex

**Mr. Tahir Rauf Nizamani**  
Program Support Officer,  
Media Sciences  
Tahir.rauf@szabist.edu.pk  
100 Clifton- Media Annex

**Hassan Ahmed**  
Program Support Officer,  
Bio-Science  
usmanian94@gmail.com  
Research Building 172/1 Clifton

# ACADEMIC GUIDELINES

**Rules Governing Registration and Classes**

**Rules Governing Payment of Fees**

**Rules Governing Attendance**

**Rules Governing Withdrawal from Courses**

**Rules Governing Grading**

**Rules Governing Examinations**

**Rules Governing Research Project, IS, Thesis and Dissertation**

**Rules Governing Academic Integrity, Plagiarism and Similarity Index**

**Rules Governing Transfer**

**Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission**

**Rules Governing Degree Completion and Continuation for Higher Degrees**

**Rules Governing Letter Grade, Transcripts, and Degrees**

**Convocation Medals and Honors List**

**Additional Guidelines for the University of London Law Program Students**

**Review and Revision of Academic Policies**

# RULES GOVERNING REGISTRATION & CLASSES

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

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

- Send a student ID card request through ZabDesk and Register for courses online through ZabDesk at <https://zabdesk.szabist.edu.pk/>

## Registration Process

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

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

## Scheduling of Classes

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

At SZABIST Karachi, classes are held six days a week during the following hours:

Slots	3 hour classes held once a week, per course	1.5 hour classes held twice a week, per course
First	08:30 am - 11:30 am	08:30 am - 10:00 am
Second	11:45 am - 02:45 pm	10:00 am - 11:30 am
Third	03:15 pm - 06:15 pm	11:45 am - 01:15 pm
Fourth	06:30 pm - 09:30 pm	01:30 pm - 03:00 pm
Fifth	-	03:15 pm - 04:45 pm
Sixth	-	04:45 pm - 06:15 pm

*Please note that the class timings are subject to change during the month of Ramadan.*

Name	Designation & Email	Location and Extension
<b>Mansoorah Ahmed</b>	Assistant Academic Controller mansoorah@szabist.edu.pk	90 Clifton-Ext # 111
<b>Mohammad Rashid</b>	Academic Officer rashid@szabist.edu.pk	90 Clifton-Ext # 108
<b>Mohan Maheshwari</b>	Assistant Academic Support mohan@szabist.edu.pk	90 Clifton-Ext # 108
<b>Ali Affan Usmani</b>	Academic Officer ali.affan@szabist.edu.pk	90 Clifton-Ext # 108

#### Timings

8:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 3:00 pm (Fridays Namaz Break)

(Sundays Closed)

Name	Designation & Email	Location and Extension
<b>Muhammad Arshad</b>	Assistant Academic Support arshad@szabist.edu.pk	100 Clifton - Ext # 107
<b>Viram</b>	Assistant Academic Support viram@szabist.edu.pk	100 Clifton - Ext # 107
<b>Aqib Shah</b>	Assistant Academic Support m.aqib@szabist.edu.pk	100 Clifton - Ext # 107
<b>Sadiq Ali</b>	Assistant Academic Support sadiq.ali@szabist.edu.pk	100 Clifton - Ext # 107

**Department Email Address:** moderators@szabist.edu.pk

#### Timings

8:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 3:00 pm (Fridays Namaz Break)

9:00 am - 5:00 pm (Sundays)

<b>Name</b>	<b>Designation &amp; Email</b>	<b>Location and Extension</b>
Bhimjee	Academic Attendant raju@szabist.edu.pk	154 Clifton - Ext # 0
Zubair Miran	Academic Attendant Zubair.miran@szabist.edu.pk	154 Clifton - Ext # 0

**Department Email Address:** moderators@szabist.edu.pk

#### **Timings**

7:30 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 3:00 pm (Fridays Namaz Break)

(Sundays)

# RULES GOVERNING PAYMENT OF FEES

- Current tuition fees and outstanding dues are to be paid before the semester's beginning.
- Deadline to pay the semester fees is the last working day/Friday before the commencement of semester.
- All tuition fees should be paid at Habib Bank Limited and Standard Chartered Bank (selected branches) (list available on website) through cash, pay order, or demand draft during banking hours. All students are required to fill a bank challan available at the banks and obtain a copy for their records.
- Fee paid after due date will entail a late surcharge of 5% of semester dues.
- If Fee is not paid by the due date the courses registration will not be approved and student will not be allowed attend the classes.

Name	Designation & Email	Location and Extension
<b>Touseef Ahmed</b>	Financial Controller touseef@szabist.edu.pk	F-79 Clifton - Ext # 130
<b>Imran Hassan</b>	Assistant Financial Controller imranhassan@szabist.edu.pk	F-79 Clifton - Ext # 126
<b>Wajihuddin Qasimi</b>	Accounts Officer wajihuddin.qasmi@szabist.edu.pk	F-79 Clifton - Ext # 126
<b>Abdul Sattar</b>	Accounts Relationship Officer sattar@szabist.edu.pk	F-79 Clifton - Ext # 126
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## Timings

9:30 am - 12:30 pm (Mondays-Saturdays)

3:00 pm - 6:00 pm (Mondays-Saturdays)

(Sunday Closed)

# RULES GOVERNING ATTENDANCE

## Absence Rules

Students are required to maintain a minimum of 80 percent attendance throughout the semester in order to qualify for the Final Examination.

- Maximum 3 absences (for courses of 3 hour duration classes) and maximum 6 absences (for courses with 1.5 hour duration classes) allowed per semester per course; these absences are to be used for any emergency purposes like health problem, family death etc.
- Please note that two late arrivals are equal to 1 absence.
- Registered students who have remained absent for more than three classes during the semester, will be awarded an 'F' grade in the course.

## Leave Rules

There are no leaves at SZABIST. Students are required to manage their attendance as per above guidelines.

- However, one additional absence is allowed if the student is travelling for Hajj, subject to submission of documentation and requisite approval by Program Manager.

# RULES GOVERNING WITHDRAWAL FROM COURSES

## Procedure for Withdrawal from Courses (Course Withdrawal)

- Withdrawal policy for all the semesters (including first semester) is the same. The process of course withdrawal is as below:
  - The request for withdrawal has to be made prior to the 12th session through ZabDesk's Online Course Withdrawal option.
  - The request for withdrawal has to be approved by Academics, Program Manager and Records Department.
- Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.  
In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.

## Refund Procedure for Withdrawal and Cancellation of Course Registration

### Admission Withdrawal and Refund Policy

- In compliance of Higher Education Commission of Pakistan (HEC) guidelines, SZABIST has formulated the following fee refund policy:
  - No refund of admission fee however 100% security deposit will be refunded in all the cases.
  - 100% tuition fee will be refunded up to 7th day (first week) after the convene of semester.
  - 50% tuition fee will be refunded from 8th day to 15th day (second week) after the convene of semester.
  - No refund of tuition fee from 16th day (third week) after the convene of semester.
  - 100% student activity charges will be refunded in all the cases.

### Course Withdrawal and Refund Policy

- In case of withdrawal from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester. For course withdrawal, refund of fee is as below:

For Courses of 3 Hours per Week	For Courses of 1.5 Hours per Week	Refunded Fee
Before 4th session	Before 8th session	50 percent
Before 8th session	Before 16th session	25 percent
8th session to before 12th session	16th session to before 24th Session	No refund
12th session and onwards	24th session and onwards	Withdrawal not allowed

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

### **Withdrawal from All Courses in a Semester (Semester Withdrawal)**

- In case of an emergency/transfer of residence etc., a student may be allowed to withdraw from all registered courses for the semester before the 12th week. Student has to submit the application for Semester Withdrawal, with complete necessary documentation and justification, to the Program Manager for approval.

# RULES GOVERNING GRADING

## General Marks Distribution

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

Tests (for 1.5 hour session courses) optional	20 %
Midterm Examination	30 %
Assignments	5-10 %
Quizzes	5-10 %
Term Paper, Project and Presentation	10-15 %
Final Examination	35-40 %

Depending on the course content, a deviation of 10 percent is permissible at faculty's discretion. Thesis policies vary between departments. For further details consult the relevant Program Manager or Head of Department.

## Grading Plan

- The following Letter Grade Plan is followed at SZABIST:

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

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

Letter	Remarks
S	Satisfactory
U	Unsatisfactory
I	Incomplete
W	Withdrawn
J	Result withheld

- All grade points earned will be averaged towards the final grade point for graduation; in case a course is retaken, better grade will be used for calculation.
- There is no provision for giving or requesting grace marks.
- Minimum CGPA required for graduation is given in section on **Rules Governing Degree Completion.**
- If incomplete grade 'I' is not completed before the specified deadline, the default grade is 'F'.

### Minimum Passing Grade

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

### Compulsory Repeat Grade

- A course in which low grades are earned, are to be repeated compulsorily. These are as follows:
  - For Undergraduate programs, a course in which 'D-' or below is earned must be repeated with full registration (no attendance or assessment waivers).
  - For Masters' programs, courses with earned grades of 'D+' and below must be repeated.
  - For MS/PhD programs, courses with earned grade of 'C+' or below must be repeated.
- 'F' grade in a course does not count as having met the pre-requisite for taking an advanced course, and there will be no attendance or assessment waivers the next time students take the course.
- Students with repeat grades must take the course next time when it is offered. Non-undergraduate program students may get attendance waiver in Compulsory Repeat Grade courses, except courses in which they received an 'F' grade. If a student wants to improve a 'Pass Grade,' he/she is required to take all assessments as assigned for the course, and no attendance waiver is given.
- A student repeating course(s) that is/are no longer offered will be allowed an appropriate replacement course, duly approved by the Program Manager.

### Required Maintenance CGPA

- Minimum required CGPA for various degree levels, below which a student may face probation, is as under:
  - Undergraduate: CGPA of 1.75
  - Masters' programs: CGPA of 2.25
  - MS Programs: CGPA of 2.5
  - PhD programs: CGPA of 2.75

# RULES GOVERNING EXAMINATIONS

## Examination Policy

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

## Admit Card

- It is mandatory for all students to bring their verified SZABIST Admit card in all their final exams every semester.  
**Procedure to obtain admit card.**
- Each semester the examination department would be generating an SMS to inform the students about the dates for the verification of admit card. This information will also be posted on SZABIST notice boards as well as on student ZABDESK.
- Students would be required to take a colored print out of the admit card with their picture on it (visible on their ZABDESK) and get the same verified and stamped from the examination department.
- Last date of verification of admit card by the exam department would also be communicated to the students via SMS.
- Newly admitted students to SZABIST will be required to get a softcopy of their photograph taken in ZAB solution for admit card purpose on receiving an SMS.  
**Duplicate admit card.**
- In case if any student misplaces or forgets to bring his/her original verified admit card at the time of his or her exam he/she can always obtain a duplicate admit card from the examination department.
- A sum of Rupees 1000/- will be charged for every duplicate admit card issuance.

## Code of Conduct during Examination

- To maintain the integrity of the examination process, exams can only be taken with the verified admit card as well as a valid SZABIST student ID card.\*
- To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room/hall 30 minutes after the start of exam.
- Students are not allowed to bring mobile phones, bags and books in the examination hall, otherwise an 'F' grade may be awarded.
- Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty.
- Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
- Examinees should sit in the rows allocated for the particular paper. Examination Controller/invigilator may re-locate the students if he/she deems fit.
- Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be awarded an 'F' grade in the course by the examiner.
- A few examples of such behaviors are:
  - Any written or oral communication among students during an exam.
  - Providing information about the content of an examination.
  - A student's use of a substitute or surrogate to take an examination.
  - Indulging in unruly behavior in the examination hall.
- The decision of the invigilating staff regarding the conduct of the examination and the behavior of the students will be final and binding. Any argument by the student will be liable for disciplinary action by the Disciplinary Committee.
- Once the exam time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 5 marks deducted from his/her paper.
- Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.  
\*Admit card is required for final exams only
- Final Examination copies will not be shown to the students however student can request for re-checking or re-counting of his / her final exam copy for which the procedure is mentioned below in the section titled scrutiny of final exam papers.
- Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.
- Examination results will be deemed final. However, the Academic Heads Committee or the President's Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.
- At the end of every semester, grades awarded for all examinations are posted on ZabDesk as 'Tentative Results.'

## Scrutiny of Final Exam Papers

- Scrutiny will be permissible for the final exam paper only and of prevailing / ongoing semester.
- Scrutiny forms for re-counting / re-checking are available at reception desk of 90 and 100 campuses for students.
- Student intending to get his / her final exam paper(s) re-counted or re-checked shall fill up the scrutiny form and pay the required fee and get it signed by the finance department and submit both the scrutiny form as well as the payment receipt to the examination department.
- In case where the student's claim is found correct the amount paid by the student for recounting/re-checking will be refunded to him/her.

## Examination Retake (Deferral)

- Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper); re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST. An exam retake, subject to permission of the relevant Program Manager, and HOD is only possible in the following cases, with required documentation:
  - Absence due to serious illness/accident/hospitalization: Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter.
  - Death in immediate family: Death certificate/obituary note is required.
  - Job-related travel: Company letter/travelling documents are required. (Applicable only for MS/ PhD, EMBA and MBA evening Programs only)
  - Hajj: Copy of passport and ticket is required.
- Examination retake fee of Rs. 5000/= will be charged for any examination that is arranged separately. However if a student is assigned to take exam with another section of the same course with same faculty, no retake fee will be charged.

## Off-Campus Examinations

- For all programs, examination can be conducted at other campuses for which a special request form must be submitted, along with a fee for this service.
- In case a student is transferred anywhere outside Pakistan for job-related reasons, only then he/she can request for conducting the examination at the nearest university where he/she is situated.
- Fees (if any) relating to Off-Campus Examination are to be paid by the student.
- Examination Department in consultation with the relevant Head of department and V.P. Academics will be responsible to facilitate the students interested in Off-Campus Examinations.
- SZABIST also offers an Off site exam facility for which a certain fee is charged.

## Change of Grade

- In case of any discrepancy in final grade, students can submit an objection within 05 working days of announcement of 'Tentative Results' on ZabDesk.
- If the claim proves as valid, relevant faculty member is to complete and submit "Change of Grade" form with the reason for change and required documentation within 05 working days after close of semester ZabDesk to Examinations.

## Comprehensive Examination

- Comprehensive examination is conducted three times a year after the end of each semester (Fall, Spring and Summer) on the first Saturday of January, first Saturday of June and first Saturday of August.
- All students intending to appear for the examination must register first by filling out a registration form for the comprehensive examination at least 2 weeks before the date of the said examination.
- The registration form is available at the reception desk of 90 and 100 campuses. No forms will be accepted by the examination department after the last date of registration set by the examination department.
- The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Heads Committee without prior notice, and will be binding on all continuing and new students.
- Any student awaiting IRS results can also apply for the comprehensive exam. However, her or his exam will be conducted if both the IRS are cleared.

Name	Designation & Email	Location and Extension
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Rizwan	Examinations Officer rizwan@szabist.edu.pk	90 Clifton - Ext # 125
Pervez Alam	Assistant Examinations Officer pervez@szabist.edu.pk	90 Clifton - Ext # 125
Muhammad Adnan	Assistant Examinations Officer m.adnan@szabist.edu.pk	90 Clifton - Ext # 125

### Timings

8:00 am - 9:30 pm (Mondays-Saturdays)

Sundays Closed (open in case of scheduled examination)

# RULES GOVERNING RESEARCH PROJECT, IS, THESIS AND DISSERTATION

## Registration

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

## Supervisor Selection

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

## Submissions

- All submissions are to be made on the schedule announced, according to the submission requirements provided by relevant Program Manager/Head of Department and shared through notice boards and/or e-groups.
- Final report(s) in the approved format is to be submitted in both soft and hardcopies, with copy of plagiarism report (not required for Media practical projects). Please see section on **Rules Governing Academic Integrity, Plagiarism and Similarity Index**.

## Presentation and Defense

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

## Additional Requirements and Communication

- Additional program-based requirements may be applicable, for example research proposal defense, mid-semester review and meeting record report, in certain programs. All such guidelines are communicated by relevant Program Manager/Head of Department through notice boards and/or e-groups. The relevant e-groups for MS and PhD are:
  - Management Sciences: [rgms@szabist.edu.pk](mailto:rgms@szabist.edu.pk)
  - Computer Sciences: [rgcs@szabist.edu.pk](mailto:rgcs@szabist.edu.pk)
  - Social Sciences: [rgss@szabist.edu.pk](mailto:rgss@szabist.edu.pk)
  - Media Sciences: [rgmd@szabist.edu.pk](mailto:rgmd@szabist.edu.pk)
  - Educational Leadership & Management : [rgelm@szabist.edu.pk](mailto:rgelm@szabist.edu.pk)
  - Biosciences: [rgbio@szabist.edu.pk](mailto:rgbio@szabist.edu.pk)

# RULES GOVERNING ACADEMIC INTEGRITY, PLAGIARISM AND SIMILARITY INDEX

## Academic Integrity

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

## Plagiarism

- SZABIST has a very strong culture of academic integrity, and zero tolerance for plagiarism is an integral part of this policy. Any student who commits plagiarism will be awarded an 'F' grade in the course; some illustrative examples of plagiarism are:
  - The appropriation and paraphrasing of an idea, argument, information, maps, charts tables, images, song lyrics, data sets, computer course code, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.
  - Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.
- For more information, please visit:  
<https://zabdesk.szabist.edu.pk/document/Plagiarism%20Rules.pdf> and  
[www.plagiarism.org](http://www.plagiarism.org).

## Similarity Index

Learning how to cite the sources correctly is an important aspect of all academic endeavors. A useful summary of the four major styles of citation is available at <http://owl.english.purdue.edu/owl/section/2/>. SZABIST employs HEC-subscribed Turnitin software for Research Reports, Independent Studies, Theses, and Dissertation to detect similarity. Please note that the threshold for tolerance for similarity index is less than 20 percent with adequate citation.

# RULES GOVERNING TRANSFER

## Transfer between SZABIST Campuses

- Transfer is allowed between SZABIST campuses subject to the following conditions:
  - (a) Availability of seats at transferring campus
  - (b) Meeting the eligibility-criteria of admission in the given program at transferring campus.
  - (c) At the time of transfer, student must not be on probation/dismissal list.
  - (d) 25% of the program must have been completed at the campus where the admission was granted, however, this limit can only be waived under very special circumstances, with the approval of the President/Vice President (Academics).
  - (e) Clearance of all past dues
  - (f) Payment of transfer fee (to the transferring campus)
  - (g) Degree shall be awarded by the campus where the student has completed 50% or more credits.
  - (h) If a student has completed 50% credits at the original campus and 50% at the transferring campus, the degree will be awarded by the campus where the student was admitted.
- SZABIST Campus transferring students are requested to note that:
  - Transfer of pass grades of courses from one campus to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.
  - New admissions on merit list at Karachi Campus, may seek transfer to other campuses, providing they fulfill the merit criteria of that campus. Their admission fee will be adjusted accordingly.

## Transfer between Programs within SZABIST

- Transfer is allowed between SZABIST programs subject to the following conditions:
  - Student meets the eligibility criteria for Admission for the program in which Admission is sought.
  - Student qualifies as per criteria for admission into the new program including taking of test and interview as applicable.
  - Clearance of all past dues for the original program, with submission of the “Security Deposit Refund” form (available at the Reception Desk).
  - Payment of fee including admission fee as applicable for the new program. Admission fee will be charged from students transferring voluntarily between degree programs.
  - Transfer of pass grades of equivalent courses from one program to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.

- CGPA will include all transferred grades from previous programs as well as courses taken in the new program.

## Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

- A certain number of credit hours/courses may be transferred after admission into SZABIST from other HEC-recognized Degree Awarding Institutions, subject to the following:
  - Courses are to have content similarity with course against which they are requested for being transferred.
  - Minimum Grade B and above or minimum score of 80% was obtained in the course.
  - Maximum credits that can be transferred are 50% of credits required for degree; which may be lower for certain degrees.
  - Maximum time limit to transfer courses is within two years.
  - The transferring student is required to fill the “Course Transfer” form (available at Reception) in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.
- CGPA tabulation will not include grades from previous university.

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<b>Parkash Ramjee</b>	Assistant Admissions Officer parkash@szabist.edu.pk	154 Clifton - Ext # 148
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Department Email Address: [admissions@szabist.edu.pk](mailto:admissions@szabist.edu.pk)

### Timings

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

9:00 am - 5:00 pm (Saturday) (Sunday Closed)

# RULES GOVERNING CANCELLATION OF PROVISIONAL ADMISSION, PROBATION, DISMISSAL & READMISSION

## Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2016) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including marksheets and certificates by completion of first semester (i.e. ZabDesk closing of first semester), the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.
- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2016), including A-Levels/High School Diploma/IB Diploma equivalency by IBCC (for undergraduate admissions)/last degree verification from HEC (for Masters, MS & PhD Program) at completion of second semester i.e. after closing of ZabDesk, shall not be allowed to register for third semester and the student's provisional admission shall be cancelled/terminated.

## Dismissal

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

### *1. Dismissal on Academics Through Probation*

- SZABIST follows the probation and dismissal policy as recommended by HEC, "Whenever CGPA of a student falls below the required CGPA, he/she will be placed on "First Probation" for the next semester. If in the First Probation semester the student does not increase his/her CGPA to the required CGPA, he/she will be placed on "Second Probation" for the next semester. If in the Second Probation semester the student does not increase his/her CGPA to the required CGPA, he/she shall be dismissed from SZABIST.
- The required maintenance CGPA for different program levels, below which a student shall be on First or Second Probations or Dismissed, are as under:
  - All Undergraduate Programs: CGPA of 2.00
  - All Master's Programs: CGPA of 2.50
  - All MS Programs: CGPA of 2.75
  - All PhD Programs: CGPA of 3.00
- Summer semesters are not counted for probations/dismissals, as they are remedial semesters.

### *2. Degree Time-Barring Dismissal*

- The registration will stand terminated if a student has not completed the degree requirements within seven years for Bachelors Program and five years for Masters, and MS and, seven years for PhD programs.

### *3. Dismissal Due to Academic Dishonesty*

- The registration will stand terminated if the student is involved in a case of academic dishonesty e.g. submission of fake documents etc.

### *4. Dismissal on Disciplinary Grounds*

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

## **Re-admission**

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

### *Readmission after Dismissal*

#### Cancellation of Provisional Admission or Dismissal on Time Barring of Degree

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

### *Dismissal on Academics through Probations*

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

### *Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds*

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

### *Readmission after Self Withdrawal*

- In case a student withdraws from admission for any personal reason, he/she may apply for readmission, subject to meeting the admission criteria, and requirements including again passing test and interview.
- All grades having Grade Points equal to minimum degree requirement CGPA are transferrable, subject to condition that all courses which are to be transferred for the degree, as well as courses taken in the degree fall within HEC maximum degree duration as applicable to that degree. The transferrable grades are:
  - For Undergraduate: Courses with Grade Point of 2.00 (C-)and above
  - For Masters: Courses with Grade Point of 2.50 (C+)and above
  - For MS Programs: Courses with Grade Point of 2.75 (B-)and above
  - For PhD Programs Courses with Grade point of 3.00 (B)and above

# RULES GOVERNING LETTER GRADE, TRANSCRIPTS, DEGREE COMPLETION & CONTINUATION FOR HIGHER DEGREES

## Letter Grade

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

## Final Transcript and Pass Certificate

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

## Degree

- Degrees are issued after the Convocation has been held.

## Degree Completion

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

### *Time Duration*

- The maximum time allowed for completing the degrees are as under:
  - Undergraduate: Maximum 7 years from time of admission.
  - Masters Programs: Maximum 5 years from time of admission.
  - MS Programs: Maximum 5 years from time of admission.
  - PhD Programs: Maximum 7 years from time of admission.

### *Required CGPA at Degree Completion*

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

### *Degree Completion Requirements*

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

### *Extra Courses and Course Improvements*

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

### *Majors/Specialization*

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

### **Revised/Duplicate Documents**

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

## Continuation for Higher Degrees

- SZABIST students completing their Bachelors and desiring to further continue their studies for a Masters' program, or those completing their Masters' and desiring to enroll into a Doctoral program can continue further education without a new admission test by filling out the Program Continuation Form and submitting it to the Admissions Office after applying for the issuance of final transcript.
- Completion of pre-requisites is a necessary condition to advance to higher degree programs. A student will NOT be allowed to continue on, for Master/MS/PhD programs without completing all degree requirements within maximum degree completion time as applicable for the degree for which the student was enrolled, and applying for final transcript.
- Submission of updated documentation will be required and a new registration number will be allocated at the time of registration for the new degree.
- No extra courses can be transferrable to a higher degree, at/from any campus.
- Students cannot begin or register for an advance degree's courses during Summer semester as a Certificate student.

Name	Designation & Email	Location and Extension
<b>Ayesha Qadir</b>	Senior Controller Records ayesha@szabist.edu.pk	90 Clifton - Ext # 119
<b>Alishah Gulamani</b>	Assistant Controller Records alishah@szabist.edu.pk	90 Clifton - Ext # 119
<b>Baboo Lal</b>	Assistant Officer Records baboo@szabist.edu.pk	90 Clifton - Ext # 119

Department Email Address: records@szabist.edu.pk

### Timings

9:00 am - 5:30 pm (Monday-Friday)

9:00 am - 5:00 pm (Saturday)

(Sunday Closed)



# RULES GOVERNING CONVOCATION MEDALS & HONORS LIST

## Convocation

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

## Academic Gold Medal

Academic Gold Medals are awarded to graduating students who obtain the highest CGPA in the graduating students of the program, subject to number of graduates in that program being at least 15. To qualify for the Academic Gold Medal in the Program, the graduating student is required to meet the below-mentioned criteria:

- Candidate must have obtained the highest CGPA in the program, with a minimum CGPA of 3.20.
- He/she must have taken full course load, as offered through ZABDESK
- Required number of credits and courses for the degree program must be completed (extra course not allowed)
- Student must complete the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/ registering in the first semester post-admission)
- In case of more than one student meeting the criteria, the Academic Gold Medal shall be awarded to all such students.
- Certificate Students are not eligible for Academic Gold Medal.

## Honors List

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

# ADDITIONAL GUIDELINES FOR THE UNIVERSITY OF LONDON LAW PROGRAM STUDENTS

## Registration

- A student is allowed to register only for full load, except where the regulations require a retake of an examination and the student is not permitted to take a full load.

## Fee

- Tuition fee for each Academic year must be paid at Habib Bank Ltd. and Standard Chartered Bank (selected branches) (list available on website) through cash, pay order, or demand draft during banking hours.
- All students are required to fill a bank challan available at the banks and obtain a copy for their records.
- Deadline to pay the semester fees is the last working day / Friday before the commencement of semester.
- Fee paid after due date will entail a late surcharge of 5% of fee.
- For the purposes of Attendance rules, the academic tuition shall be considered divided in two semesters, the first ending with the Winter Break, and the second ending at the commencement of Mock Examinations.

## General Conduct

### *Dress Code*

- All students are to be decently dressed and in a manner that is appropriate for any Institution of Higher Learning.
- Students are to be formally dressed up for any special occasion e.g. Guest Lectures, Conferences, Seminars, Moot Court competitions, and Presentations.



## *Attendance*

- Class attendance is an indicator of commitment and also demonstrates respect for the Faculty. Class attendance is mandatory, and unexplained absences will be taken very seriously. In case any student is found to be absent for more than six classes in a semester, he/she shall be considered for dismissal from SZABIST, and this ground may in itself be sufficient for dismissal of the student. There would be no refund of fees in case of dismissal.
- For every absence, the student must submit a written letter and supporting evidence, if applicable, citing the reasons for his/her absence to the Head of Department.
- Considering the circumstances of the absence, and the student's past record and behavior, the Head of Program may excuse the student's absence.
- Class timings are to be strictly adhered to and students must endeavor to be present in the class 5 minutes prior to the commencement of the Lecture. Late entrance in class or early departure from class shall be noted and two such occurrences may be deemed to constitute one absence.
- No student is allowed to leave the class during the Lecture and all requirements are to be met before the Class or during the Lecture Breaks. In case of late entrance or early departure, the student must explain to the Head of Department or the Faculty member concerned the reasons thereof, at a convenient time after class.

## *Academic Honesty*

- Any student reasonably suspected to have committed, aided or abetted plagiarism in respect of assignments, mocks, and midterm examinations shall be referred to the Academic Committee for dismissal from SZABIST. All assignments and examinations should be original work or properly referenced and sourced, and any copying from Internet, textbooks, and other sources without proper referencing will be regarded as plagiarism.
- Students are not permitted to take any external private tuition for any of the courses offered by the Institution. Such practice is strictly prohibited as it jeopardizes the reputation of the Institution and is discouraged in an Institution of Higher Learning. Students must avail class lectures and make appointments with faculty members, and use all other SZABIST resources available to them for assistance. If it is found that a student has been taking private tuitions, he/she will receive a warning and if the practice persists then he/she will be subject to suspension from the Institution. Fees paid will not be reimbursed. Only in exceptional and extraordinary circumstances would such permission be granted on written application, which shall be considered by a faculty committee.

### *Examinations*

- All students are required to sit for and pass the Mock Examination held in April and the Midterm Examination in December. These examinations are considered an integral part of the Law program and a student's academic training, and failure to sit for and clear with passing marks any of the two examinations are grounds for dismissal from the Law program and the Institution.

### *Communication*

- All students are expected to regularly check the University of London (UoL) VLE website. The UoL website is updated with amendments to law, newsletters and articles which are pertinent to the course of study.
- Students are expected to check the Bulletin Boards and SZABIST website for updates and notices.

### *Termination of Registration*

- The power to dismiss a student from SZABIST Law Program shall vest in the Administration of the Law Department. A student has the right to a hearing in such case.
- The power to dismiss a student shall also contain the power to put the student on probation with such conditions as reasonably deemed fit by the Administration of the Law Department.
- If a student violates any of the rules contained herein, he/she will be subject to a hearing conducted by a Disciplinary Committee comprising members of the law faculty. Any decision of such committee shall be final.
- In addition to other rules requiring a student to be considered for dismissal, a student shall be considered for dismissal if found guilty of, on a balance of probability, academic dishonesty, misbehavior, misconduct or in violation of any of the rules herein.
- If a student fails three or more subjects in the final University of London examinations for the given year, he/she shall not be allowed to continue with the Law Program.

#### **Disclaimer:**

All other rules of the Student Handbook 2015 shall apply to all students including the University of London International Program students, as far as possible. The Institute reserves the right to change any rule without notice whenever it is deemed necessary or appropriate, and it will be binding on all continuing and new students.

# REVIEW AND REVISION OF ACADEMIC POLICIES

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

# STUDENT FACILITATION

**Rules Governing Libraries**

**Rules Governing Computer Labs**

**Rules Governing Media Cage, Studios, Sound and Media Labs, and iMac Suite**

**Rules Governing Mechatronics Labs**

**Rules Governing Biosciences Labs**

**Rules Governing Psychology Lab**

**Rules Governing Financial Assistance**

**Rules Governing Executive Development Center**

**Rules Governing Student Activities and Associations**

**Rules Governing Student Code of Conduct**

**Other Facilities: Study Rooms and Games' Room, Photocopy Shop, and Cafeteria**

# RULES GOVERNING LIBRARIES

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

- A student can borrow two books simultaneously for a period of three days.
- Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via <http://zablis.szabist.edu.pk>. To ensure maximum availability of books, a book can be reserved for three days only and is not renewable.
- Reference books, periodicals, magazines, and newspapers can be consulted in the library premises.
- SZABIST has access to HEC digital library. Students can access all the databases in the library within SZABIST's premises using <http://www.digitallibrary.edu.pk/szabist-khi.html>

To ensure that students, at large, continue to benefit effectively from the Library, it is important that

- The Library is able to maintain an adequate stock of books in good condition. Students are not allowed to mark or highlight the text, or write on the Library books. Upon return, books are inspected, and if a book is damaged or lost, penalty will be charged.
- In case of damage, full price of the book will be charged.
- In case of a loss, 200 percent of the price of the book will be charged.
- To ensure a quiet and peaceful study and reading environment in the Library, students are to hold discussions and group studies in study rooms at 90 and 100, and class rooms, not in the Library.
- Librarian has the final authority to cancel/suspend Library privileges of those students who fail to respect the right of other students to use the Library in a quiet and peaceful manner. The suspended students will have to surrender their Library card and will not be allowed to enter Library premises for two weeks.
- To instill a sense of accountability, the name of the suspended student will be displayed on the notice board.

## F-79 Library

Name	Designation & Email	Location and Extension
Syed Izhar Hussain	Librarian syed.izhar@szabist.edu.pk	F-79 Clifton - Ext # 113
Zara Rehman	Assistant Librarian zara.rehman@szabist.edu.pk	F-79 Clifton - Ext # 113
Aamna Elahi	Assistant Librarian amna.elahi@szabist.edu.pk	F-79 Clifton - Ext # 113
Azeemullah	Library Assistant azeemullah@szabist.edu.pk	F-79 Clifton - Ext # 113

Name	Designation & Email	Location and Extension
<b>Mukesh</b>	Assistant Librarian mukesh@szabist.edu.pk	F-79 Clifton - Ext # 113
<b>Naresh</b>	Library Assistant naresh@szabist.edu.pk	F-79 Clifton - Ext # 113

#### Timings

8:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Fridays Closed)

(Sunday Closed)

## 154 Library

Name	Designation & Email	Location and Extension
<b>Mohammad Yousuf</b>	Assistant yousuf@szabist.edu.pk	154 Clifton

#### Timings

10:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Mondays-Saturdays Closed)

(Sunday Closed)



# RULES GOVERNING COMPUTER LABS

SZABIST is equipped with state-of-the-art computer facilities with around-the-clock high bandwidth connectivity to the Internet. Moreover, the campuses are equipped with Wi-Fi enabled devices providing students with unlimited access to the Internet.

## Lab Availability

- Computer Labs are open to all students for computing and printing facilities from 8:00 am to 09:30 pm from Monday to Saturday.
- To avoid disruptions, students are not allowed to enter the labs while classes are in progress.
- Color and laser printing is available at nominal cost.
- Printing facility is available on a first-come, first-served basis. To ensure proper closure of the lab, material for printing will not be accepted half an hour before closing time.
- Students have the facility to buy papers from the photocopying shop for printing in labs.
- Also, to ensure the integrity of the network, students are not allowed to install their own software programs on SZABIST computers. Should additional software be required to undertake a course-related assignment, please seek the written approval of the concerned faculty and contact the Manager Systems well in advance to make arrangements for loading the software only on specific workstations.
- To handle sudden and abrupt power interruptions, a five minutes power backup is available for all computers. All users are advised to regularly save their work.
- Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.

## Conduct in the Lab

All SZABIST students are expected to conduct themselves with responsibility and dignity and adhere to the Code of Conduct given in the General Policies section of this handbook. In addition, while working in the computer labs, the following rules are applicable:

- To ensure peaceful atmosphere, clean and proper functioning of equipment for all students, eating, smoking, drinks, use of cell phones, and playing video games on SZABIST computers are not permitted. As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean. All trash must be placed in the trash cans provided in the Lab.
- Placement of equipment and other furnishings in the computer lab have been done considering the convenience of all the students. Consequently, students are not allowed to move or rearrange any equipment without permission of the staff.
- To protect the privacy of everyone, passwords must NOT be disclosed to anyone, under any circumstances.

- While every effort is made to ensure that all student groups get reasonable amount of time for using Lab facilities, it is advisable to consult the Lab schedule to avoid any confusion in this regard. Further, please note that during open hours the use of Lab is based on the policy of first-come, first-served.

## Login Account Policy

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

- No one is allowed to log-on using someone else's user ID and password.
- To protect your own self from unscrupulous users, make it a habit to log-off at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account. Remember to log-off at the end of your session.
- If leave the terminal for more than 15 minutes, you must log-off unless there is a process running which may take longer to complete. In such a case, student is to inform the Lab Engineer to ensure that your user account and work are protected.
- Students are required to change their password once a month.
- At the time of registration, a separate user ID and password is assigned to all students to access the ZabDesk.

## Workstation Reservation Policy

- For students' convenience, a computer can be reserved depending on the availability of Computer Labs.
- Those who have reservation will be given priority for the use of the computer.
- Unless a workstation has been reserved, a student working on a particular workstation has priority.

## Workstation Usage Policy

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

- No one is allowed to make any changes to equipment configuration in any way whatsoever.
- No one is allowed to unplug any cables, connections, terminals, or any other equipment.
- Further, to maintain the integrity of the system, no one is allowed to install any computer applications, control panels, system extensions, or any other software on the machines without the explicit permission of the Manager Systems. In the event, when any of the above needs to be done for academic purposes, please submit an appropriate written request duly signed by Instructor/Supervisor.
- One is allowed to make changes solely to files in one's personal folder or a directory in which one has been specifically authorized to store files.

## IT Help

Name	Designation & Email	Location and Extension
<b>Asif A. Kazi</b>	Director IT asif.kazi@szabist.edu.pk	90 Clifton - Ext # 112
<b>Abdul Hafeez Abbasi</b>	Head of IT hafeez@szabist.edu.pk	90 Clifton - Ext # 103
<b>M. Azam Tanoli</b>	Labs Administrator tanoli@szabist.edu.pk	90 Clifton - Ext # 145

### Timings

8:00 am - 10:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Fridays Closed) (Sundays Closed)

## 90 Labs

Name	Designation & Email	Location and Extension
<b>Sameer Ali</b>	System Engineer sameer.ali@szabist.edu.pk	90 Clifton - Ext # 105

## 100 Labs

Name	Designation & Email	Location and Extension
<b>Baqar Abbas</b>	System Engineer baqar.abbas@szabist.edu.pk	100 Clifton - Ext # 108
<b>M. Irfan</b>	Associate System Engineer m.irfan@szabist.edu.pk	100 Clifton - Ext # 105
<b>Asif Ali Bhutto</b>	Associate System Engineer bhutto@szabist.edu.pk	100 Clifton - Ext # 108
<b>Abdul Razzaq</b>	Associate System Engineer abdul.razzaq@szabist.edu.pk	100 Clifton - Ext # 277
<b>Zaheer Ahmed Bhutto</b>	Associate System Engineer zaheer@szabist.edu.pk	100 Clifton - Ext # 277
<b>Ubaid Ur Rehman</b>	Associate System Engineer ubaid@szabist.edu.pk	100 Clifton - Ext # 108
<b>Adeel Kareem</b>	adeel.kareem@szabist.edu.pk	100 Clifton - Ext # 108

## Network Operation Centre (IT Help)/ Wi-Fi Technology

As noted earlier, students and faculty members can wirelessly access the Internet from any place in the campus. In order to benefit from this service, students must register their Wi-Fi devices with the Network Administrator.

Name	Designation & Email	Location and Extension
<b>Asif Ali Samejo</b>	Senior System Administrator samejo@szabist.edu.pk	90 Clifton - Ext # 123
<b>Wajeeh-ul-Hassan</b>	Network Administrator wajeeh@szabist.edu.pk	90 Clifton - Ext # 145
<b>M. Azam Tanoli</b>	Labs Administrator tanoli@szabist.edu.pk	90 Clifton - Ext # 145

### Timings

9:00 am - 9:00 pm (Mondays-Saturdays)

1:00 pm - 2:00 pm (Fridays Closed)

(Sundays Closed)

### Hardware

Name	Designation & Email	Location and Extension
<b>Kamran Ali</b>	Hardware In Charge Kamran.ali@szabist.edu.pk	90 Clifton - Ext # 137

## Software Wing (ZabSolutions)

Name	Designation & Email	Location and Extension
<b>Shahid</b>	Manager Zabsolutions Shahid.khan@szabist.edu.pk	100 Clifton-Ext # 118
<b>Naveed Ahmed</b>	Software Engineer Naveed@szabist.edu.pk	100 Clifton-Ext # 118
<b>Muhammad Afzal Shaikh</b>	afzal.shaikh@szabist.edu.pk Software Developer	100 Clifton-Ext # 118

### Timings

9:00 am - 8:00 pm (Mondays-Fridays)

1:00 pm - 2:00 pm (Fridays Closed)

(Sundays Closed)

# RULES GOVERNING MEDIA CAGE, STUDIOS, SOUND AND MEDIA LABS & IMAC SUITE

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

- All requests to reserve the production studio, production equipment, sound lab, editing equipment, etc. must be approved at least three days in advance by the Head of Department or the Program Manager.
- All sections of the 'Reservation Form' must be completed and all necessary signatures appended before submitting for approval.
- The student is responsible for the cost of lost, damaged, destroyed or stolen equipment.
- A valid student picture ID is required to check-in and check-out any equipment.
- No food or beverages are allowed in the Media Production Studio and the Sound Lab.
- Students caught eating or drinking in the Studio and Sound Lab will lose privileges for one week. Repeated violations may result in the loss of Studio and Lab privileges for the entire semester.

## Media Cage

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

- Students have the right to reserve the equipment for up to 2 days per week. These days could be consecutive or split up over a week.
- Please note that cameras are to be returned between 9:00 am and 12 pm on the day they are due.
- Reserved equipment can be picked up after 9:00 am and will be kept in Media Cage till 3:00 pm from Monday to Saturday after which remaining equipment will be available from 3:00 - 5:00 pm. Equipment taken on urgent basis is due back the next day at 9:00 am.
- To ensure that equipment is available to everyone, as mentioned above, it has to be checked in by 9:00 am on the due date. Those who fail to adhere to this rule and thus cause problems for their fellow students will be subject to a "three-strike rule."
- Missing the deadline first time will be counted as one strike resulting in a one-week suspension of cage and studio privileges; the second strike will entail loss of editing lab, studio and access to media equipment for two full weeks. The third strike will mean loss of access and remaining privileges for the rest of the semester.

## Studio at 154

Studio at 154 is used for shoots, classes, lectures, and other events. Media studio reservations are made through cage staff up to one week in advance. Students will also be responsible for the condition of the studio area after finishing their work.

## Studio at 100

Media studio at 100 is used for drawing and other classes, shoots, exhibitions and screenings. Studio reservations are made through academic department up to one week in advance. Students will also be responsible for the condition of the studio area after finishing their work.

## Sound Lab

Students have the facility to reserve the sound lab with an advance notice of one week or more for up to 8 hours per week. These 8 hours can either be used at a stretch or can be divided into two four-hour sessions per week. Please note that all reservations should be made through a Lab employee with his/her signatures.

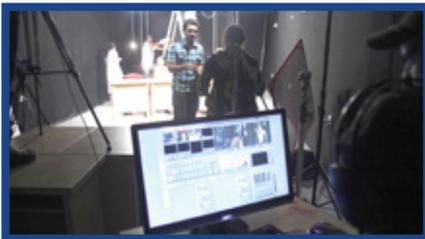
Name	Designation & Email	Location and Extension
<b>M. Aftab Hussain</b>	Media Activity Supervisor aftab@szabist.edu.pk	154 Clifton-Ext # 112
<b>Shahid Bhatti</b>	Media Assistant shahid@szabist.edu.pk	154 Clifton-Ext # 111
<b>Mohammad Naeem</b>	Media Cage Assistant naeem@szabist.edu.pk	154 Clifton-Ext # 111
<b>Ahsan Ghulam Haider</b>	Audio Studio Assistant ahsan.ghulam@szabist.edu.pk	100 Clifton Media Annex.-Ext # 124

### Timings

9:00 am - 9:00 pm (Mondays-Saturdays)

1:00 pm - 3:00 pm (Fridays Closed)

(Sunday Closed)



## Media Lab & iMac Suite

Media lab and iMac studio have the latest computers and iMac machines for editing, graphics, design and animation work. To ensure that all students are able to study in a congenial environment and benefit to the maximum from their hard work, following policies are to be adhered to while working in the Media Lab:

- No food or beverages are allowed in the Media Computer Lab. Students caught eating or drinking in the lab will lose lab privileges for one week. Repeated infractions may result in the loss of lab privileges for the entire semester.
- Media lab is to be used only for media-related assignments and projects during/after class timings.
- Before rendering files which would take longer than 15 minutes, students are required to contact the Lab Administrator who has full authority to stop/disable any rendering any time, if deemed fit.
- To save data, students should use their assigned folders. Anything left on computer desktop will be removed without any intimation.
- Students should make backup copies of their folders, as the lab staff will not be responsible for any loss of data.
- Please note that those who fail to adhere to the above rules to the detriment of other students and SZABIST will be subjected to disciplinary action, fine or even asked to pay the amount of damage caused by them.
- On matters not covered by the above rules, the Media lab staff's decision will be final.

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

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

Name	Designation & Email	Location and Extension
<b>Aamir Hassan Kazi</b>	Associate Manager System aamir@szabist.edu.pk	100 Clifton-Ext # 122 Media Annexure
<b>Ghulam Ali Qazi</b>	Lab Assistant ghulam.ali@szabist.edu.pk	100 Clifton-Ext # 122 Media Annexure

### Timings

10:00 am - 10:00 pm (Monday-Saturday)

1:00 pm - 2:00 pm (Friday Closed) (Sunday Closed)

# RULES GOVERNING MECHATRONICS LABS

To ensure safe practices in our laboratories, Mechatronics Department has adopted the following guidelines. These guidelines will be consistently enforced and non-compliance will result in suspension from the laboratory. We believe that having an understanding of inherent hazards and learning how to be safe should be an integral and important part of the education process. All students must understand and agree to following guidelines:

- Never work in the laboratory alone; always have another qualified person in the area. Do not use any equipment unless you are trained and approved as a user by your instructor or staff. Ask questions if you are unsure of how to operate something. Perform only those experiments that are authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or instructed by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
- Don't eat, drink, or smoke, in the laboratory.
- To ensure fellow students can proceed with their experiments without undue noise and other disturbances, keep the noise level down and stay in your own laboratory bench area. Mobile phones should be switched off during the experiments.
- If any laboratory equipment is malfunctioning, making strange noises, sparking, smoking etc. ask an instructor or staff immediately. It is imperative that the instructor or staff know of any equipment problems.
- All accidents, no matter how minor, should be reported to the faculty/staff member supervising the laboratory immediately.
- When using compressed air, use only approved nozzles and never direct the air towards any person.
- When a lab session is finished, all components must be dismantled and returned to proper locations by students.
- Please report any unsafe behavior or condition to the instructor or staff.
- During lab work, students are required to record results in relevant lab manual. Data recording on rough sheets of papers are not allowed. In order to check for the originality of the data, ball pen or inerasable pen should be used. If correction has to be made, just cross it out. At the end of each lab, students must hand over the lab manual to the demonstrator for their signature.
- Students are expected to demonstrate mature judgment and common sense in their work and conduct while working in the laboratory.



# RULES GOVERNING BIOSCIENCES LABS

To ensure the safety of students, staff, and faculty, following rules should be strictly followed:

- Laboratory coats and covered shoes must be worn at all times in the laboratories. No smoking, eating or drinking will be permitted in the laboratories.
- Each student's bench space must be wiped before and after the laboratory session with ethanol.
- Inform the faculty/staff immediately about the spills of reagents, which must be wiped up properly.
- Accidents of any kind, cuts, burns, handling cultures e.g. breakages of tubes or spills of microbial cultures must be reported to the faculty/staff immediately.
- Properly label all materials to be used in the experiment.
- All equipments must always be returned to their proper storage cases when not in use.
- Never remove/replace anything from the laboratories without the permission of faculty/staff.
- Never put solids in the sink.
- Wear safety glasses whenever necessary.
- Ties and long hair should be properly tied.
- Always wash hands after experiments.
- Equipments' log books should be properly maintained.

## 154 Laboratory

Name	Designation & Email	Location and Extension
Kiran Fatima	Laboratory Technician kiran.fatima@szabist.edu.pk	154 Clifton-Ext # 105

### Timings

8:00 am – 5:00 pm (Monday-Friday) (Saturday-Sunday closed)

## 172 Laboratory

Name	Designation & Email	Location and Extension
Nosheen Maqsood	Laboratory Technician nosheen.maqsood@szabist.edu.pk	172 Clifton-Ext # 104

### Timings

8:00 am – 5:00 pm (Monday-Friday) (Saturday-Sunday closed)



# RULES FOR PSYCHOLOGY LAB

1. This lab is only meant for social sciences students who are majoring in Psychology.
2. On the whole the lab is meant for psychological testing work and psychology major courses classes can also be held when required.
3. Silence is needed to be maintained at all times during the lab work so as not to disturb other students doing the testing.
4. No food, drink and cigarettes are allowed in lab.
5. No testing material can be taken out of the lab.
6. No unauthorized photocopying of the testing material can be done.
7. Fine will be charged on the damage of the lab material.
8. Usage of unnecessary mobile phone is prohibited.
9. No snapshots can be taken of the testing material; otherwise that student can be banned from the future use of the lab and can even fail his/her course on non-completion of the required testing.
10. You need to issue the required testing material from the lab assistant to use in the lab only.
11. Use only those tests and manuals you have been trained to use.
12. When testing is done returned the material to the lab assistant.
13. Any student other than psychology major brought as a subject should be instructed to follow the rules of the lab.
14. Instructions of the lab assistant should be followed.
15. Mature and responsible attitude should be shown by the relevant students at all times.

# RULES GOVERNING FINANCIAL ASSISTANCE

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

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

## SZABIST-Funded Scholarships

SZABIST funded Scholarships are available for all programs except external programs.

## SZABIST Need-Based Scholarships

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

## SZABIST Merit-Based Scholarships

- SZABIST Merit-Based Scholarship will be awarded from Second semester onward, and is renewable for each semester depending on student’s performance.
- The total amount of scholarship per program per class is equal to a full semester tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded full fee waiver for the following spring semester.
- Student with the highest semester GPA is eligible for Merit-Based scholarship, provided the candidate has:
  - Obtained a minimum semester GPA of 3.50
  - Taken full load of courses during regular semesters i.e. fall and spring, both for calculation of Semester GPA and availing the scholarship.
  - Students with extra and repeat courses are not eligible for the Scholarship.
  - Students enrolled in subsidized programs are not eligible for the Scholarship.

- If there is more than one student with same results in a semester, then the scholarship amount will be distributed equally among the eligible candidates.
- Upon maintaining the same status, the scholarship may be extended for the next semester, provided the criteria are met for that semester.
- In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.
- The above scholarship guidelines are subject to change at any time and for any semester as approved by Academic Heads, and will be applicable to all new and continuing students.
- The scholarship program can be withdrawn at any time as approved by the Academic Council.

## External Donor Agencies-Funded Scholarships

- SZABIST also awards scholarships in collaboration with external donor agencies, such as:
  - United States Agency for International Development (USAID)
  - Sindh Endowment Fund
  - Balochistan Endowment Fund
  - Khyber Pakhtunkhwa Chief Minister’s Endowment Fund
  - National ICT R&D Fund
  - NTS-Need Based
  - Pakistan Engineering Council Merit Scholarships
  - Ihsan Trust’s Qarz-e-Hasna (Interest-Free Loan) Facility
  - Various community/district-based scholarships

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

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

Name	Designation & Email	Location and Extension
Jaya S. Loungani	Manager (ERFA) jaya@szabist.edu.pk	90 Clifton-Ext # 104
Faisal Karim	Assistant Officer (ERFA) faisal.karim@szabist.edu.pk	90 Clifton-Ext # 104

### Timings

10:00 am – 6:00 pm (Mondays-Saturdays)  
(Sunday Closed)

# RULES GOVERNING EXECUTIVE DEVELOPMENT CENTER

- SZABIST Executive Development Center (EDC) serves as a liaison between job-seeking SZABIST graduates and organizations, through relationship building and networking with the most coveted companies in Pakistan. It facilitates students in the completion of their degree requirements, personal development, and job placements. It also keeps in touch with the alumni for profile updates, relationship building, and mentoring.
- In order to receive updated information of jobs and internships placements, students are required to:
  - Join EDC 'Yahoo' e-group by sending an email to the department staff members
  - Join Facebook page ([www.facebook.com/groups/edckarachi](http://www.facebook.com/groups/edckarachi))
  - Follow announcements on notice boards on campus.

## Student Development and Counseling Workshops

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

## Internship Placements

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

## Job Placements

- EDC arranges on-campus recruitment drives and management trainee programs of reputed national and multinational companies, throughout the year. EDC keeps students informed about various placement opportunities through notice boards, e-groups, and social networking platforms.
- Relevant students are required to register as per schedule announced by EDC.

## Career Fair

- An annual 'Career Fair' is held on campus in Spring Semester, in which leading companies discuss their recruitment procedures, their current resource requirements, and future vacancies, thereby availing the opportunity to interact directly with students.
- Most companies also interview potential candidates for job and internship opportunities. Relevant students are required to register as per schedule announced by EDC, so students are required to be formally attired and bring copies of well-written resumes along with them.

## Graduate Directory

- EDC compiles students' profiles and publishes the annual Graduate Directory for improving the employability of SZABIST graduates in credible organizations. Relevant students are required to provide updated information in required format, as per schedule announced by EDC.

## Alumni Relations

- EDC endeavors to keep in touch with the SZABIST Alumni and update their contact details and current employment status. To strengthen the bond with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors.
- EDC hosts an annual reunion dinner for the alumni to provide them with an opportunity for networking.
- EDC's latest initiative is the launch of SZABIST Alumni Global Association (SAGA).

Name	Designation & Email	Location and Extension
<b>Erum Khan</b>	Manager, EDC erum.khan@szabist.edu.pk	F-79 Clifton - Ext # 104
<b>Nadia Ansari</b>	Executive Development Officer nadia.ansari@szabist.edu.pk	F-79 Clifton - Ext # 128

Department Email Address: [edc@szabist.edu.pk](mailto:edc@szabist.edu.pk)

### Timings

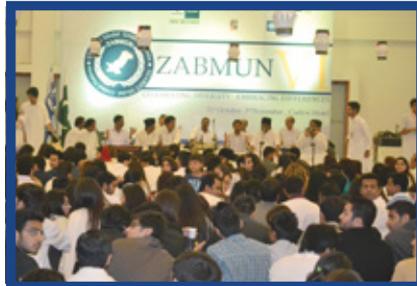
9:00 am - 7:00 pm (Mondays - Friday)

9:00 am - 5:00 pm (Saturday) (Sunday Closed)

# RULES GOVERNING STUDENT ACTIVITIES & ASSOCIATIONS

## Student Activities

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



## SZABIST Student Council

- To foster an environment conducive to the actualization of creativity, scientific thought and leadership, an annually-elected body of young and ambitious individuals comes together to form the student government at the institute known as the SZABIST Student Council (SSC) which has been in existence for little over half a decade. It is a reflection of the aforementioned values espoused in the ideology of SZABIST. Trained to stand by the principles of labour, knowledge and integrity, the SSC membership cutting across all degree programs of the institute aims at helping to explore the talents of all students at the institute all the more, playing an intermediary role between the administration and students and adding value to student life at SZABIST.
- The SSC also hosts entertainment events, organizes trips, conferences, focuses heavily on working for social welfare, produces seasonal SSC merchandise (such as shirts, mugs, banners, or any other promotional material), and guides fellow students in addressing issues related to their campus life acting as a forum that becomes the voice of the student body of the institute. Furthermore, it acts as a parent body to its chapters in other campuses of SZABIST namely, SSC-HYD Chapter, SSC-ISB Chapter & SSC-LRK Chapter & SSC-DXB Chapter.
- All student associations, clubs and student societies are formed as per a prescribed procedure working under and assisted by the SZABIST Student Council. All student associations, clubs, and organizations fall under the domain of the SSC and are required to register with the administration once they are formed. To ensure that democratic norms are instilled, every year proper elections are held for the various offices of these organizations under the supervision of student Council/Student Advisor. The list is as follows:  
The following clubs/societies are currently active on campus:

<b>ACM</b>	Association of Computing Machinery (SZABIST Karachi, ACM Chapter)
<b>AIESEC</b>	Student Exchange Program Facilitation
<b>ASME</b>	American Society of Mechanical Engineers
<b>FSAA</b>	Friends of The Sindh Abhyas Academy
<b>IEEE-SSB</b>	Institute of Electrical and Electronics Engineers-SZABIST Student Branch
<b>KSCLC</b>	Karachi SZABIST Campus Lions Club
<b>RCoSKM</b>	Rotaract Club of SZABIST Karachi Midcity
<b>SBS</b>	SZABIST Biosciences Society
<b>SES</b>	SZABIST Entrepreneurial Society
<b>SLS</b>	SZABIST Law Society
<b>SOS</b>	SZABIST Oratory Society
<b>SSSS</b>	SZABIST Social Sciences Society
<b>SSS</b>	SZABIST Sports Society
<b>ZABLITS</b>	SZABIST Literary Society
<b>ZABMUN</b>	Zulfikar Ali Bhutto Model United Nations
<b>ZABPAS</b>	SZABIST Performing Arts Society

- To get more information, please visit the SSC office or its website [www.szabistssc.org](http://www.szabistssc.org)

Name	Designation & Email	Location and Extension
<b>Syed Muhammad Ali Shah</b>	President, SSC 2016-17 Muhammadali.shah@szabistsc.org	100 Clifton - Ext # 141
<b>S. Asjad Hussain Musavi</b>	Vice President, SSC 2016-17 asjad.musavi@szabistsc.org	100 Clifton - Ext # 141
<b>Kinza Raza</b>	General Secretary, SSC 2016-17 Kinza.raza@szabistsc.org	100 Clifton - Ext # 141
<b>M. Ahmed Qureshi</b>	Treasurer, SSC 2016-17 Ahmed.qureshi@szabistsc.org	100 Clifton - Ext # 141

Each Program has at least one elected representative, who represents the students of the program within the Student Council, and represents their respective programs in any SZABIST event. Their names are as follows:

Program	Representative	Email Address
<b>BBA</b>	Ahmer Parvez	ahmer.parvez@szabistsc.org
	Shaikh Haider Rab	shaikh.haider@szabistsc.org
	Muhammad Hamza	muhammad.hamza@szabistsc.org
<b>BS Computing</b>	Shehram Khan	shehram.khan@szabistsc.org
<b>BS Social Sciences</b>	Anamta Ghur	anamta.ghur@szabistsc.org
<b>BABS</b>	Syed Zain Naqvi	zain.naqvi@szabistsc.org
<b>BS Bioscience</b>	Hussain Murani	hussain.murani@szabistsc.org
<b>MBA</b>	Hassan Shaikh	hassan.shaikh@szabistsc.org
<b>Llb</b>	Zain Mushtaq	zain.mushtaq@szabistsc.org
<b>BS Media Sciences</b>	Hamna Iqbal Baig	hamna.baig@szabistsc.org
<b>BE Mechatronics</b>	Sheikh Hamid Ali	sheikh.hamid@szabistsc.org



# RULES GOVERNING STUDENT CODE OF CONDUCT

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

## General Guidelines

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

## Behavior

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

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

## Dress Code

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

## Environmental Protection

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

- Turning off lights, fans and ACs when rooms and hallways are not in use
- Using minimum quantity of water and turning off taps when not in use
- Being hygienic; reporting all malfunctions immediately to Administration
- Performing ablution in a separate area reserved for this purpose.
- Being noisy, using foul language threatening anyone, using illegal drugs or alcohol, or engaging in any illegal activity while on campus
- Harassing any member of the SZABIST community

To ensure a clean and safe environment and protection of academic resources, the following are prohibited:

- Eating/drinking in the library, class rooms, laboratories, and study rooms
- Littering on the campus by throwing utensils/cups/bottles (disposal only) on campus, and not in garbage
- Disfiguring furniture and other property by scratching and making graffiti
- Eating of “paan” and “gutka”
- Smoking cigarettes in the non-smoking areas of campuses

## Grievance Management

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

### *Feedback Related to Program*

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

## *Conflict Resolution*

- In case of a conflict, students, faculty or staff have the following options for respite:
  1. Verbal complaint to the Program Manager, in which case the Program Manager is to call both parties and arbitrate for an amicable solution.
  2. Written complaint to the Program Manager, in which case the Program Manager is to investigate and provide resolution, with input from Head of Department/ Dean, and is to ensure filing of relevant communication.
  3. Written complaint to the Head of Department or Dean which is to be dealt with as deemed appropriate.
  4. Complaint filed on the “Student Disciplinary Committee Record” form, available at both Receptions, which is to be submitted to the Student Advisor or relevant Program Manager who, under guidance from VP (Academics), is to call for the formulation of the Disciplinary Committee for Disciplinary Review. The composition of a typical Disciplinary Committee is as follows:
    - Student Advisor
    - Relevant Program Manager
    - Representative from Administration

## *Anti-Harassment Policy*

### **Purpose:**

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

### **Committee Members:**

- Chairperson
- Head of Law/LL.B. Program SZABIST
- Manager HR SZABIST
- Student Affairs Adviser SZABIST
- Program Manager/ Head of Department (by invitation subject to the matter/ Case at hand)

### **Guidelines:**

1. All complaints/matters pertaining to harassment must be emailed at [ahc@sza.bist.edu.pk](mailto:ahc@sza.bist.edu.pk) to the anti-harassment committee for review.
3. This committee is to be called into session at the discretion of the Chairperson or alternatively a meeting may be requested by any of its members.
4. The committee may summon the concerned parties for an official hearing/s to interrogate the issue and provide the aggrieved and accused parties an opportunity for presenting their perspective.
5. This committee may investigate and collect information on its own as well in tandem with the rules/procedures/policies of the institute.
6. The decision of the committee may be conveyed with the issuance of an official letter/s by the concerned Program Manager/Head of Department to the student after the content has been shared with and approved by the committee.
7. The decision/s of the committee will be final. In case of SZABIST employees, the final decision will be with President/VP Administration & Finance.

# OTHER FACILITIES: STUDY ROOMS AND GAMES' ROOM, PHOTOCOPY SHOP & CAFETERIA

## Study Rooms and Games' Room

- Furnished study rooms in 90 and 100 Campus are open to students from 8:00 am – 10:00 pm for group study.
- A Games' Room for indoor games (table tennis, darts, chess, etc.) is also open for students for the same duration as above.

## Photocopy Shop

Photocopy facility at 90, 100 and 154 Clifton is available to the students at a very nominal cost.

### Timings of Photocopier at 90 Clifton

9:30 am - 8:30 pm (Mondays - Saturdays)  
1:00 pm - 3:00 pm (Fridays Closed) (Sunday Closed)

### Timings of Photocopier at 100 Clifton

9:00 am - 8:30 pm (Mondays - Saturdays)  
1:00 pm - 3:00 pm (Fridays Closed) Sundays Open (Subject to class timings)

### Timings of Photocopier at 154 Clifton

9:00 am - 8:30 pm (Mondays - Saturdays)  
1:00 pm - 3:00 pm (Fridays Closed) (Sunday Closed)

## Cafeteria

- SZABIST offers spacious outdoor Cafeterias right on campus, where full meals, snacks, and refreshments are available.

### Timings of Cafeteria

Timings of Cafeteria at 90, 100, and 154 Clifton  
9:00 am - 8:45 pm (Mondays - Saturdays)  
1:00 pm - 2:00 pm (Fridays Closed) Sundays Open (Subject to class timings)



# ANNEXURE-A

## List of Forms

All Forms are available at the Reception Desk of 90 and 100 Clifton Campuses.

Attenuating Circumstances Form (for Law students only)  
Auditorium Usage Request Form  
Campus Transfer Form  
Certificate Student Form  
Comprehensive Exam Registration Form  
Corporate Internee Evaluation Form  
Course Transfer Request Form  
Declaration  
Degree Completion Form  
Dissertation Progress and Meeting Form  
Duplicate Transcript/Degree Form  
External Program Clearance Request Form  
Final Transcript and Degree Clearance Form  
Guest Speaker Facilitation Form  
Independent Study Approval Form  
Independent Study Progress and Meeting Record Form  
Independent Study Proposal Form  
Intercampus Program Continuation Form  
Internship Waiver Form  
IS/Thesis/Dissertation Research Form  
Letter Grade/Migration Letter Request Form  
Letter Request Form  
MBA Research Project/Thesis Form  
Media Sciences Studio 154 Request form  
Microsoft Dreamspark Registration Form (for BCS/BS Computer Science students only)  
Program Continuation Form  
Project Proposal Form  
Reference Letter Request Form  
Research Thesis (6 Credit hours) as PhD Deficiency Course, Progress and Meeting Record Form  
Research Thesis (6 credits hour) (Pre-Requisite) for PhD-MS Program  
Scrutiny Form  
Security Deposit Refund Transfer Form  
Seminar Facilitation Form (Auditorium)  
Software/Hardware/Video/Audio Copyright Form  
Special Exam Request Form  
Special Facilities Request Form  
Special Lab Facilities Request Form  
Student Disciplinary Committee Record Form  
Student Internship Evaluation Form  
Student Vehicle Sticker Issuance Form  
Study Room Booking Form  
Survey of Graduating Student Form  
Thesis/Dissertation Continuing Registration Form  
Thesis/Dissertation First Registration Form  
Transfer Course Form  
Undertaking for Completion of Degree for time barred students

# ANNEXURE-B

## List of Registration Charges, Fines, and Penalties

<i>Registration Charges/Fines/Penalties</i>	<i>Amount (Rs)*</i>
Registration Charges/Fines/Penalties	Amount (Rs)*
Absence in Forums/Video conferencing/IS Advisor Meetings	1,500
Cheque return charges	500
Comprehensive exam fee (per attempt)	1,000
Letter Grade	500
Duplicate admit card fee	Rs. 1000/- per duplicate
Duplicate degree	8,500
Duplicate degree (urgent)	9,500
Duplicate final transcript	3,000
Revised Final Transcript and Degree	10,000
Degree and Convocation Fee*	12,500
Exam Re-take Fee	5000
Laser Black Printing per page	5
Laser Color Printing with graphics per page	20
Laser Color Printing without graphics per page	15
Late book return (per day)	30
Late fee	5% of Semester Fee
Late registration	1,000
Late arrivals at Forums/Video conferencing	500
Loss of book	200% of price
Media age Penalty	Depending upon the equipment
National Research Conference registration for students	1,000
National Research Conference registration for Non-SZABIST students	2,500
National Research Conference registration for faculty and professionals	5,000
Inter-campus Off-line examination fee	2,500
Inter-campus On-line examination fee	5,000
Re-counting fee of Final exam paper	1000 per paper
Scrutiny fee of Final exam paper (for full scrutiny per paper)	5000
Smoking in Non-Smoking areas of Campus	500
Transfer from other SZABIST Campus	25,000
Tampering with computer	1,000
Writing on desk and walls, etc.	500
<b>EMBA Re-take fee:</b>	
Mid-term exam/Final exam	5000

\*This fee is subject to change as per the decision of the Convocation Committee.

We Just Don't Work Hard  
We Work Smart

STUDENT HANDBOOK COMMITTEE MEMBERS

Miss. Wajeeha Javed (Head Student Support Services),  
Syed Bashir Ahmad (Marketing Designer), Shaikh Muhammad Ahsan (Assistant Designer),  
Mr. Bilal Zubedi (Student Affairs Adviser SZABIST & Faculty dept. of Social Sciences)

# **SZABIST**

Discover  
Yourself

## **SZABIST KARACHI CAMPUS**

90 and 100 Clifton, Karachi 75600

Phone: (92-21) 111-922-478. Email: [info@szabist.edu.pk](mailto:info@szabist.edu.pk)

[www.szabist.edu.pk](http://www.szabist.edu.pk). [www.facebook.com/szabistofficial](https://www.facebook.com/szabistofficial)

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## **ISLAMABAD CAMPUS**

Street # 09, Plot # 67 Sector H-8/4, Islamabad, Pakistan

Phone: 051-4863363-65 Fax: 051-4863367

Email: [info@szabist-isb.edu.pk](mailto:info@szabist-isb.edu.pk)

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## **LARKANA CAMPUS**

Sachal Colony, Larkana, Sindh, Pakistan

Phone : ( 92-74) 4053400-3 Fax: (92-74) 4044760

Email: [info@lrk.szabist.edu.pk](mailto:info@lrk.szabist.edu.pk)

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## **HYDERABAD CAMPUS**

Ground & 4th Floor, State Life Building, Thandi Sarak, Hyderabad

Phone # 022-2782441-3 Fax # 022-2782444

Email: [info@hyd.szabist.edu.pk](mailto:info@hyd.szabist.edu.pk)

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## **DUBAI CAMPUS**

6th Floor, Block-10, Dubai International Academic City, Dubai, U.A.E

Phone: +971 4 3664601 Fax: +971 4 3664607

Email: [info@szabist.ac.ae](mailto:info@szabist.ac.ae), [www.szabist.ac.ae](http://www.szabist.ac.ae)

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[www.szabist.edu.pk](http://www.szabist.edu.pk)

**Shaheed Zulfikar Ali Bhutto Institute of Science & Technology**

