



Semester Management Rules

1. Academic Calendar and Schedule

The academic calendar and schedule are vital tools for ensuring the smooth and organized functioning of a university. They provide a structured timeline that outlines the start and end of semesters, examination periods, holidays, registration deadlines, and other key academic activities. A well-defined academic calendar enables faculty, students, and administrative departments to plan their teaching, learning, and operational activities in advance.

Moreover, adherence to the schedule promotes consistency, discipline, and accountability across the institution. It helps maintain academic rigor, ensures timely completion of courses, and supports coordination among departments. For students, it offers clarity and predictability, allowing them to manage their academic workload effectively. In essence, the academic calendar serves as a roadmap for the institution's academic journey, aligning all stakeholders toward common goals and timelines.

FALL 2025

Registration of Courses and Fee Payment (On board students)	Monday, August 25 th to Thursday August, 28 th , 2025/ Onwards
Orientation for newly admitted students	Saturday, September 13, 2025
Commencement of Classes	Monday, September 15, 2025
Midterm/Assessments	Monday, November 3, 2025 to Sunday November 9 th , 2025
Last day to drop courses without penalty# ⁺⁻	Thursday, November 20 th , 2025
Last day to drop courses with penalty# ⁺⁻	Thursday, November 27 th , 2025
Quaid-e-Azam's Birthday	Thursday, December 25, 2025
Revision and Presentation Week	Monday, December 29 to Sunday, January 4, 2025
Classes End	Sunday, January 4, 2026
Final Exam	Monday, January 5 to Sunday, January 18, 2026

Exam/Assessments Schedule

Week	Exams	Dates
8 th	Midterm/Assessments	03/11/2025 to 09/11/2025

17 th & 18 th	Final	5/1/2026 to 18/01/2026
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- + Grade 'W' will appear in Transcript.
- # As per HEC/IoBM refund Policy

Note:

- All dates are subject to change. Students will be informed of the changes well in advance.
- The institute reserves the right to correct typographical errors or to adjust the Academic Calendar at any time it deems necessary.

SPRING 2026

Registration of Courses and Fee Payment (On board students)	Monday, January 19, 2026 to Thursday, January 22, 2026/ Onwards
Orientation for newly admitted students	Saturday, January 31, 2026
Commencement of Classes	Monday, February 2, 2026
Kashmir Day	Thursday, February 5, 2026
Eid-ul-Fitr*	Saturday, March 21, 2026 to Monday, March 23, 2026
Pakistan Day	Monday, March 23, 2026
Midterm/Assessments	Monday, March 30 th , 2026 to Sunday, April 5 th , 2026
Last day to drop courses without penalty#+	Wednesday, April 11, 2026
Last day to drop courses with penalty#+	Wednesday, April 25, 2026
Revision and Presentation Week	Monday, May 18, 2026 to Sunday, May 24, 2026
Classes End	Sunday, May 24, 2026
Eid-ul-Azha*	Wednesday, May 27, 2026 to Friday, May 29, 2026
Final Exam	Saturday, May 30, 2026 to Sunday, June 14, 2026

Exam/Assessments Schedule

Week	Exams	Dates
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9 th	Midterm/Assessments	30/03/2026 to 5/04/2026
17 th ,18 th & 19 th	Final	30/05/2026 to 14/06/2026

- * Subject to the appearance of moon. (Eid ul Azha)
- + Grade 'W' will appear in Transcript.
- # As per HEC/IoBM refund Policy

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SUMMER CRASH 2026

Registration of Courses and Fee Payment (On board students)	Monday, June 15, 2026 Onwards
Ashura*	Thursday, June 25, 2026 to Friday, June 26, 2026
Commencement of Classes	Saturday, June 27, 2026
Midterm/Assessments	Saturday, July 18, 2026 to Thursday, July 23, 2026
Last day to drop courses without penalty#+	Thursday, July 30, 2026
Last day to drop courses with penalty#+	Thursday, August 12, 2026
Classes End	Thursday, August 20, 2026
Final Exam	Saturday, August 22, 2026 to Thursday, August 27, 2026

Exam/Assessments Schedule

Week	Exams	Dates
4th	Midterm/Assessments	18-07-26 to 23-07-26
9th	Final	22-08-26 to 27-08-26

- * Subject to the appearance of moon (Ashura days)
- + Grade 'W' will appear in Transcript.
- # As per HEC/IoBM refund Policy

Note:

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- The institute reserves the right to correct typographical errors or to adjust the Academic Calendar at any time it deems necessary

2. Course Registration Rules

Course registration at the business school is governed by a set of clearly defined rules to ensure academic planning, fairness, and timely progression toward degree completion. All students are expected to adhere strictly to these rules:

- 1. Credit Hour Load**
 - A full-time student is allowed to register for a minimum of 15 credit hours and a maximum of 18 credit hours per semester.
- 2. Curriculum Adherence**
 - Students must register for courses based on their admission year catalog, ensuring consistency in program structure and pre-requisites.
- 3. Pre-requisites**
 - Courses must be taken in the appropriate sequence. Pre-requisite courses must be completed prior to enrolling in advanced or dependent courses.
- 4. Registration Timeline**
 - Late registration is not permitted. All course selections must be made within the announced registration period. Students are responsible for completing the process in the given timeline.
- 5. Enrollment Prioritization**
 - Registration priority is given to students with fewer than 12 remaining courses to complete their degree, in order to facilitate timely graduation.
- 6. Official Communication**
 - All registration-related instructions, alerts, and announcements are sent through the Account Info portal. Students are expected to be vigilant and proactive in checking their notifications regularly.

3. Attendance and Late Arrival Policy

Timely attendance is essential for maintaining the academic discipline and rigor expected at the Institute of Business Management (IoBM). The following rules regarding late arrivals supplement the existing student attendance policy and are applicable to all academic programs starting Fall 2025:

- 1. Late Arrival Definition**
 - Students arriving 10 minutes after the scheduled start of class will be marked as “Late.” Faculty are responsible for recording this status at the time of entry.
- 2. Late-to-Absence Conversion**
 - Every two instances of “Late” arrival will be converted into one full “Absence” in the system to ensure consistency and accountability.
- 3. Excessive Delay**

- A student arriving 30 minutes or later will be marked “Absent” for that session, regardless of attendance.

4. Attendance Threshold

- If a student exceeds the permitted number of absences (i.e., more than 4 for weekday courses and more than 2 for weekend courses, including converted absences from lateness), they will be barred from continuing the course and disqualified from taking exams or completing academic requirements.
- No grade adjustments or exceptions will be made unless approved by the Rector under exceptional circumstances.

5. Medical Exceptions

- Instructors may mark a late student as “Present” only upon submission of valid medical documents. Such decisions must follow the officially approved attendance policy guidelines and be applied consistently.

6. Responsibilities

- Faculty must accurately record late arrivals and maintain updated attendance logs.
- Students are responsible for monitoring their attendance and reporting any discrepancies within the specified timeframe.

7. Communication

- This policy must be clearly communicated to students at the start of the semester and included in all course syllabi.

4. Grading and Assessment Policies

The Institute of Business Management (IoBM) follows a rigorous and transparent grading and assessment system designed to uphold academic standards and ensure fairness in student evaluation. The following policies outline the structure, conduct, and exceptional scenarios related to grading.

A. Grading Scale

Grade Marks Range Grade Point

A+	96 – 100	4.00
A	91 – 95	3.89
A–	87 – 90	3.78
B+	84 – 86	3.67
B	79 – 83	3.33
B–	74 – 78	3.00
C+	68 – 73	2.75
C	65 – 67	2.67
C–	62 – 64	2.50
D	60 – 61	1.75
F	Below 60	0.00

B. Assessment Components

- Students are assessed through midterms, final exams, sessional work, and class participation.
- All exams are mandatory. There is no policy for N-1 (dropping lowest grade).
- The weightage for each component is clearly defined in the course outline and adheres to the officially approved Weightage Policy.

C. Exam Conduct and Moderation

- One Midterm is conducted in the 8th week of the semester and a final exam in the 17th or 18th week of each semester.
- Question papers must undergo HoD & course lead review and moderation before finalization.
- Exam rules:
 - Cell phones and programmable calculators are strictly prohibited.
 - Valid IoBM ID card is required for entry.
 - Arriving more than 15 minutes late will result in disqualification from the exam.
 - Exam discipline is monitored via CCTV and handled by the Disciplinary Committee.

D. Rechecking Policy

- Students can apply for rechecking of final exams or term projects within three weeks of result declaration.
- Must have secured 60% aggregate marks in midterms and final exams and maintained 80% attendance.
- Rechecking is limited to calculation or totaling errors and involves a neutral faculty reviewer.
- A fee of Rs. 1,000 is applicable (refundable if error found).

E. Grade Improvement

- Students may repeat courses in which they receive grades C, D, or F, subject to conditions.
- Course repetition is allowed only once, unless explicitly approved by the Dean.
- Only the higher grade is counted in CGPA; credit hours are counted once.
- Grade improvement is not allowed for grades higher than C+.

F. I-Grade Policy

- Applicable when a student misses the final exam for valid reasons (e.g., illness, death in family).
- Must have 60% marks in midterms and must not have missed any midterm to be eligible.
- Application must be submitted within three weeks with documentation.
- Fee: Rs. 1,000

- The student must take the final exam in the subsequent semester.

G. Special I-Grade Policy

- Applicable when a student misses both hourly exams/midterm due to valid reasons.
- Final exam must have been taken and 60% marks obtained.
- Application within two weeks with proper documentation.
- Fee: Rs. 2,000
- Exams must be attempted in the following semester; otherwise, grade is revoked.

H. Weightage Policy

- If a student misses the midterm exam for genuine reasons, weightage may be applied.
- Weightage is based on final exam performance (minimum 60% marks).
- Must apply within 1 week of missed exam (not later than 2 weeks).
- Fee: Rs. 2,000
- Weightage is calculated proportionally and approved by the Examination Department.

I. Class Size

- Undergraduate 10-40
- Graduate and Post Graduate 10-30

5. Examination Rules

Examinations at the Institute of Business Management (IoBM) are conducted under strict academic integrity and standardized protocols to ensure fairness, discipline, and the credibility of the evaluation process. All students are expected to comply with the following examination regulations:

1. Exam Structure

Each semester includes one midterm exam (conducted in the 8th week of the semester) and one final exam (in the 17th week onwards). All components are mandatory for grade computation.

2. Punctuality Requirement

Students must arrive at least 10 minutes before the scheduled exam time.

- Latecomers for hourly exams may be allowed entry after 5 minutes, and for final exams after 15 minutes, but will not receive any additional time.
- Students arriving more than 15 minutes late will not be allowed to enter the examination hall.

3. ID Verification

Entry to the exam hall is permitted only upon presentation of a valid IoBM student ID card. No student will be allowed to sit for the exam without proper identification.

4. Prohibited Items

- Mobile phones, smart watches, programmable calculators, and unauthorized electronic devices are strictly prohibited. Confiscation and disciplinary action may follow.
- Students must bring their own stationery and approved calculators, as borrowing is not allowed.

5. Exam Hall Conduct

- Silence must be observed at all times.

- Students must refrain from communicating with peers or engaging in any form of disruptive behavior.
- Any suspicious behavior or possession of unauthorized material will be reported immediately to the Controller of Examinations and dealt with under the disciplinary code.

6. Monitoring and Surveillance

- CCTV surveillance is in place during all examinations to ensure compliance and detect any violations.
- Any form of cheating, impersonation, or plagiarism will result in immediate disciplinary action.

7. Answer Script Policy

- All question papers and answer scripts are the property of the Institute and must be returned at the end of the exam.
- Students are not allowed to retain or photograph exam materials.

8. Faculty Availability

- The faculty member who set the paper must remain available during the exam for clarification if needed. In case of faculty leave, a contingency plan must be in place by the department.

6. Student Conduct and Discipline

The Institute of Business Management (IoBM) upholds high standards of conduct, ethics, and decorum to create a respectful and professional academic environment. All students are expected to behave responsibly, dress appropriately, and adhere to institutional values on and off campus. The following rules apply across all programs:

A. General Code of Conduct

Students must:

- Refrain from disruptive, violent, offensive, or indecent behavior.
- Avoid forgery, falsification of documents, or providing misleading academic records.
- Show respect to faculty, peers, staff, and visitors; any form of harassment or intimidation will lead to disciplinary action.
- Maintain behavior consistent with societal norms and institutional culture. Public Display of Affection (PDA) is strictly prohibited.
- Not engage in political activities while enrolled at IoBM.
- Follow all guidelines issued by faculty or administration with courtesy and compliance.
- Avoid the possession or use of drugs, vapes, e-cigarettes, or any prohibited substances.
- Not encourage or assist anyone in violating these regulations.

Violations of any of the above will be reported to the Disciplinary Committee, which holds the authority to take appropriate action.

B. Dress Code Policy

IoBM requires students to maintain a professional and modest appearance. The following guidelines apply:

For Female Students:

- Shirts must be at least mid-thigh in length (knee-length preferred). Tucked-in shirts with jeans/pants are not allowed.
- Ripped jeans and indecent/revealing clothing are strictly prohibited.
- Tights are allowed only with long shirts that have no high slits.
- Excessively short trousers or shalwar's, offensive prints, or styles are not permitted.
- Only light makeup, jewelry, and perfume are allowed.

For Male Students:

- Only full-length trousers, jeans, or shalwar's are permitted.
- Shorts, track pants, and slippers are not allowed.
- Proper haircut must be maintained. Long hair, ponytails, and piercings are disallowed.
- Clothing with offensive text or symbols is prohibited.
- Ripped jeans are not allowed.

Both male and female students must wear their IoBM Student ID Cards at all times while on campus.

C. Dress Code Violations and Disciplinary Action

- **First offense:** Verbal warning
- **Second offense:** Written warning via email from the Proctor
- **Third offense:** Student signs an undertaking in the presence of parents
- **Fourth offense:** Appearance before the Disciplinary Committee for strict action

7. Faculty Responsibilities for Academic Delivery and Student Support

All faculty members are expected to adhere to the following academic and administrative responsibilities to ensure quality teaching, timely assessment, and effective student support:

1. Course Outline and LMS Preparation

Faculty must upload the complete course outline, prescribed textbooks, reading materials, and other relevant content on the LMS at least one week prior to the start of the semester. This ensures that students have ample time to familiarize themselves with the course structure and prepare accordingly.

2. Class Attendance

Faculty are required to mark student attendance regularly on the MyIoBM portal. Timely and accurate attendance records are essential for monitoring student engagement and academic standing.

3. Assessment and Feedback

All assessments, including quizzes and assignments, must be graded promptly.

Constructive feedback should be provided to students to help them improve their performance. This timely evaluation is critical for academic progression and student development.

4. **Office Hours and Counseling**

Faculty should be available during designated office hours for student consultations. In addition, a *daily 3-hour counseling schedule* must be maintained and visibly posted on the faculty member's office door. This practice encourages open communication and facilitates academic and personal support for students.

5. **Midterm and Final Examinations**

- **Midterm exams** must be returned and discussed with students within 10 days of the examination to ensure clarity on performance and improvement areas.
- **Final exam results** must be submitted to the Examination Department within 10 days of the exam.
- Both **Midterm and Final examination papers** must be moderated by the department prior to submission to uphold academic standards and assessment fairness.

8. Semester Withdrawal and Freeze Policy

Semester Freeze

The student may freeze his/her semester(s) till the commencement of final term examinations with proper justification. The student is required to write an application to the Assistant Registrar along with supporting documents elaborating reasons such as illness, financial issues, official obligations and circumstances beyond the control of students and should obtain approvals with a written application stating specific reasons for not attending and timeframe for resumption of studies. During the freeze period, the student will not be allowed to attend classes and/or use computer labs etc. Student may freeze his/her studies up to one year provided he/she has passed the final examination of the previous semester with the minimum CGPA required.

The following procedure to be followed:

1. Application to Assistant Registrar mentioning the reason (i.e. financial issues, official trip, health issues and personal issues etc.) with supporting documents
2. Assistant Registrar will evaluate irregular applications and will submit the same to Registrar for approval
3. Assistant Registrar will evaluate the regular application and mark his comments (accepted/not accepted)
4. After the approval, the Assistant Registrar will mark the indicator for freezing a semester in the MyIoBM
5. Since these requests are under strict time constraints they are dealt on a priority basis

- Fee refund policy

Fee Refund Policy

Interpretation

1. In this policy reference to the masculine also includes the feminine.

Caution Money (Security deposit)

2. Students are eligible to claim refund of caution money:

- a. after completion of their respective programs or
- b. upon cancellation of admission by the student or by IoBM if claimed within six months of such cancellation.

3. Any amount receivable from a student for whatsoever reason will be deducted from the amount due to that student on account of caution money.

4. Without prejudice to the above, both provisional students and deferred candidates (details for both appear below) are entitled to be refunded security deposits in accordance with the terms of this Policy if any have been collected.

Registration Fee

5. Registration fees paid is nonrefundable and nontransferable.

Continuing students

6. In case a course or courses are dropped during any given semester, and provided that such course or courses had been dropped without penalty, the tuition fee of such course or courses: -

- a. shall be fully refunded if the course or courses had been dropped within 7 days of commencement of classes.
- b. shall be refunded 50% if dropped after 7 days but within 14 days of commencement of classes.
- c. shall not be claimed from the 15th day of commencement of classes.

7. Provided that the refund in clause 6 above shall be made only after completion of program or admission cancellation.

8. Tuition fee for students suspended for one semester shall also be refunded as per clause 6 above.

9. Tuition fee for courses dropped after the due date

Provisional Admission

10. Candidates awaiting the results of last required qualification shall be provisionally admitted provided they qualify in the written test as well as the interview. If such a candidate fails to meet the set admission criteria after declaration of the last required results, he will be refunded the tuition fee and the caution money provided that an application for refund is submitted within seven days of declaration of results/grades (along with a copy of result/grades). If a candidate fails to do so, the tuition fee shall stand forfeit. The caution money shall remain payable only for refund till six months from the date of application for refund. This is without prejudice to the other terms of this policy.

Deferment of Admission-Fresh Entrants

11. In case of a written request of the candidate for deferment of admission for a semester, he must sign an affidavit stipulating the matters stated in this policy and duly notarized, the paid tuition fee shall be carried forward to next semester.

12. If a candidate of the nature in clause 12, later decides not to join and informs the Institute of his withdrawal or does not join: -

a. the tuition fee shall stand forfeit provided the Institute and candidate were otherwise agreed upon admission in the current semester but for the candidate's withdrawal from the Institute.

13. Notwithstanding clause 12 above, if any deferred candidate decides to withdraw from admission at any time, the security deposit, if collected, shall be fully refunded and shall remain payable till six months from the date of intimation of withdrawal from the Institute. Upon expiry of said period the security deposit shall also stand forfeit.

14. If any candidate is allowed a second attempt to improve his grade/percentage/results in order to qualify for the admission, he must sign an affidavit stipulating the matters stated in this Policy and duly notarized. If the candidate fails in the second attempt or does not avail the opportunity of second attempt: -

a. caution money, if collected, will be fully refunded and shall remain payable only for refund till six months from the date of intimation of the final refusal of admission from IoBM. Upon expiry of the said period the caution money shall also stand forfeit.

b. the tuition fee shall stand forfeit provided the Institute and candidate were otherwise agreed upon admission in the current semester but for the candidate's failure to achieve the results required by the Institute.

16. A candidate will retain his status as candidate until completion of the formalities provided herein.

Dispute

17. In case of any dispute/disagreement regarding interpretation of any clause of this Policy, the decision of the IoBM management shall be final and binding.

Amendment

18. This policy may be amended or changed at the discretion of the management provided always that any amendment or change may only take place at the start of every semester and that such amendment or change must be incorporated in all new admission letters from the semester in which the amendment or change takes place onwards.

9. Capstone and Case Study Centre

Purpose

The Capstone and Case Study Center has been established to institutionalize standardized protocols, ensure high-quality deliverables, and leverage a substantial portfolio of projects for the development of business case studies. The Capstone Project integrates academic learning with real-world application, preparing students to become well-rounded, work-ready graduates.

The Capstone Project at the Institute of Business Management (IoBM) is a culminating academic requirement designed to bridge classroom learning with real-world industry challenges. Students tackle real-life business challenges, offering innovative solutions while gaining firsthand insight into professional demands and expectations. The project provides a safe environment for students to apply leadership and management skills, helping them understand the impact of their decisions. A completed Capstone Project enhances a student's CV, signaling to employers that they possess both academic knowledge and practical experience. The Capstone also strengthens university-industry linkages by addressing organizational problems through rigorous analysis and recommendations.

The Case Study Cell aims to standardize protocols and ensure quality across the College of Business Management (CBM). It is committed to enhancing the research capabilities and case-writing skills of students, faculty, and scholars. The Cell focuses on producing impactful case studies that are academically rigorous, contextually relevant, and aligned with the learning needs of BBA and MBA programs. These case studies, reflecting local business perspectives, will be shared with industry professionals and academic peers to foster meaningful collaboration and contribute to real-world impact.

The Capstone and Case Study Centre has a head of Capstone and Case Study Centre, who reports directly to the Dean of the College of Business Management (CBM). Seven Capstone Officers and two business case writers report to the HoD, Capstone and Case Study Centre.

Rules & Responsibilities for Students

1. Students must be in the final year of BBA, and MBA to be eligible for enrollment in Capstone projects.
2. Initial client meetings must be held within the first two to four weeks of the semester with the supervisor present.
3. Meeting with the clients, field work to conduct research /interviews will be considered as class. But this has to be documented (Minutes of meeting, questionnaire, interview data, etc) and should be uploaded to the LMS for that week.
4. Respond promptly to your Capstone supervisor and submit work (data analysis/report sections). Follow the supervisor's suggestions and comments for improvement of project completion tasks.
5. A midterm presentation/review is mandatory for all students.
6. Make an end-of-semester presentation on completion of mutually agreed project objectives for that semester.
7. During the Final Presentation, the recommendations/suggestions/edits by the client must be amended in the report and the PPT and resubmitted as a soft copy to the client and Capstone and Case Study Centre.
8. Hard Binding Report should not be submitted before the final Presentation.
9. Students must dress formally for client interactions and presentations.
10. All official communication must be conducted via institutional email with faculty supervisors copied (CC'd).
11. Unofficial Capstone-related groups on platforms like WhatsApp/Facebook are strictly prohibited.
12. Absences cannot exceed IoBM's general attendance limits.

13. Students must maintain and submit Minutes of Meetings (MOMs) of official meetings conducted with the client, which must be submitted on LMS and attached in the final Hard Binding report as an Appendix.
14. Students in the group cannot be owners or part-owners of the selected company.
15. In case of any dispute or query, students should coordinate with their Supervisor, and only the Supervisor should communicate the matter with the Capstone Department, not the student, via Email.

10. Communication Protocols

Official Channels for Academic Communication

All academic communication within the university must take place through official email channels. Students, faculty, and staff are expected to follow the hierarchical communication protocol to ensure proper handling and timely resolution of matters.

- For course-specific queries, students should first contact the concerned faculty member.
- For guidance related to course selection or academic planning, students should write to the Program Head or Head of Department (HoD).
- For faculty-related concerns or complaints, communication should be addressed to the HoD.
- If an issue remains unresolved at the departmental level, it may be escalated sequentially to the Associate Dean, then the Dean, and finally to the Rector.

All course-related materials and announcements will be available on the Learning Management System (LMS), and students are expected to check it regularly. Communication through informal means (e.g., WhatsApp, social media, or verbal messages) will not be considered official and may lead to delays or miscommunication.

Updates on Schedule or Policy Changes

Students must stay informed about academic updates by regularly checking the designated official platforms:

- Email: All notifications regarding class schedules, examination timetables, and other time-sensitive information will be shared via email. Students are responsible for checking their university email accounts frequently.
- University Website: Any changes in institutional policies, academic regulations, or program structures will be posted on the official university website.
- Program Catalog: Students should always refer to the admission year program catalog when selecting courses to ensure compliance with prerequisites, program structure, and graduation requirements.

Failure to stay updated through these official channels will not be accepted as an excuse for non-compliance with academic policies or missed deadlines.