



# ***CBM STUDENT HANDBOOK***

Prepared for:

by:  
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## ***2026-2027***



# ***ABOUT HANDBOOK***

This Handbook is your campus companion for everything you need to know about life at IoBM from key policies and codes of conduct to support services, facilities, and student life. Think of it as your personal roadmap to understanding how IoBM works and how you can make the most of your time here.

It also outlines your rights and responsibilities as part of the IoBM community, helping you stay informed, respectful, and ready to thrive on campus. Take a few minutes to go through it; it'll make your IoBM journey smoother and more rewarding.

Please read this in conjunction with the Students' Code of Conduct. While we do our best to keep all details updated, IoBM may revise policies, procedures, courses, or fees when necessary. For any queries, reach out to the relevant offices listed in this Handbook.

Students should not contact the President & Vice President directly via email. For major concerns, please write to the Associate Deans or Head of Academics & Student affairs, while everyday matters should be directed to the respective office or department.



## From the President's Desk: Inspiring Futures

At the Institute of Business Management (IoBM) we, as a community, foster responsible leadership. Our sincere goal is to be the well renowned business university in the country, offering world-class education, learning opportunities, and mentorship programs that give students real-world exposure to leadership challenges. The world is entering an era defined by rapid change and complexity and we are at the crossroads of tremendous opportunity and profound challenge. Today's business landscape is inextricably linked with pressing global concerns, including climate change, inequality, and resource scarcity. At IoBM, we nurture our students with the knowledge and skills necessary to address these challenges while seizing innovative opportunities.



Our aim is to produce global leaders who shape a sustainable future. Businesses today are not only expected to contribute positively to the economy but also to demonstrate responsibility toward the environment. Hence, our educational approach strives to embrace current trends to cultivate leaders who become harbingers of positive change, sustainable practices and social responsibility in the business world. We expect our students to succeed with ethical responsibility. Responsible leadership today requires a deep understanding of how business decisions impact people, communities, and the planet, and we are committed to developing leaders who are equipped to lead with integrity and compassion.

The current digital revolution is arguably the most transformative force shaping the present and future of business. Organizations are now expected to be not only digitally agile but also resilient in the face of rapid technological advances. At IoBM, we are embedding these technological advancements into our curriculum, ensuring that our students are prepared to not only understand the digital landscape but also to leverage technology as a powerful force for good. Another defining trend is the growing importance of entrepreneurship and innovation in the business world. More and more, individuals are choosing to create their own companies or disrupt traditional industries through new business models. This shift is driven by the need for solutions to modern challenges and the increasing accessibility of technology, which has lowered barriers to entry for aspiring entrepreneurs. IoBM actively fosters a spirit of innovation, encouraging students to think creatively, challenge the status quo, and pursue entrepreneurial endeavors that can drive both economic growth and social good.

## Your Next Chapter Begins Here- Message from the Dean

At CBM-IoBM we take pride in nurturing not only academic excellence but also personal growth and professional readiness. Our mission is to provide an environment where students can discover their strengths, challenge assumptions, and translate learning into meaningful contributions to society. Every program, policy, and facility is designed with your journey in mind to help you grow into confident, ethical, and responsible individuals ready to lead in a complex, evolving world.



As you navigate your time at CBM-IoBM, I encourage you to make the most of every opportunity. Engage with your peers and faculty, participate in campus activities, and explore ideas that inspire you. Remember, success here is not defined by grades alone but by your ability to learn, adapt, and collaborate. This handbook serves as your guide to understanding the Institute's resources, expectations, and values use it as a companion to make your experience at IoBM both rewarding and transformative.

At CBM- IoBM, we believe that learning extends beyond classrooms. From student clubs to incubation spaces, from wellness initiatives to leadership programs, every aspect of campus life is crafted to help you find purpose and belonging. Our faculty and administration are here to support you at every step, ensuring that your time at is not just about earning a degree, but about shaping a future filled with impact, curiosity, and lifelong learning.

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# Contents

WELCOME .....	1
Mission Statement of IoBM .....	1
Mission Statement of CBM .....	1
IoBM Core Values.....	1
About IoBM .....	2
About CBM.....	3
CBM Academic Structure.....	4
Your campus Support Squad .....	5
Academic Calendar.....	6
Summer Remedial guidelines .....	8
1. Academic Guidelines .....	9
1.1 Registration Guidelines.....	10
Unlock Your Semester: Registration Guidelines.....	11
1.2 Fee Structure & Refund Policy.....	12
Fee Structure and Refund Policy .....	13
<i>Undergraduate &amp; Graduate Program</i> .....	13
<i>Additional Fees</i> .....	13
<i>Graduate Program</i> .....	13
<i>Convocation Fee</i> .....	14
<i>Non-Refundable Fee</i> .....	16
1.3 Scholarship & Financial Assistance Policy.....	17
Scholarships and Financial Assistance Programs .....	18
<i>Internal</i> .....	18
<i>President’s Merit Scholarship</i> .....	18
<i>Educational Assistance on Need cum Merit</i> .....	18
<i>Educational Assistance in Need</i> .....	19
<i>Sports Scholarship</i> .....	19
<i>External Endowment Fund</i> .....	20
1.4 Attendance Policy .....	21
Attendance Policy .....	22
1.5 AI & Turnitin Policy .....	23
AI & Turnitin: Your Partner, Not Your Replacement .....	24

How Should Generative AI be used .....	24
Prohibited Uses of Generative AI .....	24
Plagiarism Policy .....	26
1.6 MS/MPhil Degree Requirements.....	27
1.6.1 Requirement for Award of MS/MPhil Degree.....	28
1.6.2 Requirement for Award of Ph.D. Degree .....	30
1.7 Capstone & Case Study Center .....	33
Your Growth playground - Capstone & Case Study Hub .....	34
1.8 Degree Completion Timeline and CGPA .....	36
From First Class to Cap & Gown: Completing Your Degree the Right Way .....	37
1.9 Gold Medal and Merit Certificate Policy.....	39
Turning Achievement into Applause -Convocation & Merit Rules.....	40
1.10 Credit Transfer & Readmission Policy.....	42
Rules Governing Credit Transfer and Readmission .....	43
1.11 Examination Policy .....	45
Scoring Success: The Grading Guide.....	46
Grade Improvement Policy.....	46
1.12 Internship Policy .....	47
Experience Starts with Internship .....	48
1.13 Apprenticeship .....	49
Go Beyond Learning - Start Doing.....	50
1.14 Counselling Policy .....	51
Let's Talk It Out -Student Counseling Guide .....	52
2. Code of Conduct.....	53
2.1 Dress code Policy.....	54
Our Dress Guidelines- Style with Sense .....	55
<i>Off-Limits Attire</i> .....	55
IoBM is a nonsmoking zone. ....	56
2.2 Social Media Policy .....	57
Digital Decorum: Upholding IoBM's Values Online.....	58
2.3 Grievance and Anti- Harassment Policy.....	60
Grievance Redressal Policy.....	61
Anti-Harassment Policy .....	62
3. Campus 360.....	64
Your Guide to Everyday Life at IoBM .....	64
3.1 Library Rules .....	65

Knowledge Corner: Know the Library Code .....	66
3.2 Computer Lab Rules.....	67
Digital Discipline: The IoBM Lab Code.....	68
3.3 State of the Art Finance Lab.....	69
CBM Finance Lab.....	70
3.4 Wellness Center .....	71
Your Well-Being Matters — Step into the Wellness Zone.....	72
3.5 Incubation Center.....	73
Incubation Center- Fostering Innovation & Entrepreneurship .....	74
3.6 Alumni Privileges.....	76
Keeping Bonds Beyond Graduation .....	77
3.7 Societies & Sports at IoBM .....	79
The Vibrant Side of IoBM: Sports & Societies Leading the Way.....	80
List of Societies.....	80
Student Society Structure .....	81
Selection Criteria .....	81
Sports and Recreational Facilities.....	82
Guidelines for using sport.....	84
Powers Up with Padel - The New Face of Campus Sports.....	85
.....	86
4. Other Facilities.....	86
4.1 Essential Campus Services .....	87
5. Program Heads and Officer Details .....	88
Your Academic Support Circle.....	89
6. Annexures .....	90
List of Abbreviations and Acronyms .....	91
List of Forms.....	92
Student Self-Referral Form.....	93
List of Capstone Clients.....	94
List of Batch Counselors.....	95
Your Campus Callbook.....	96

# WELCOME

Welcome! Whether you're a returning student or new to our campus, we're happy you're here. We want to do everything we can to make our time together this year as fruitful as possible.

## Mission Statement of IoBM

Now let's take a look at the mission statement and what it means: The mission of IoBM is We strive to develop future leaders by providing innovative education, fostering critical thinking, and cultivating entrepreneurship while emphasizing ethical practices. Our mission is to equip learners with knowledge and skills, and to prepare them for dynamic challenges. We are committed to advancing impactful research that addresses real-world problems and contributes to sustainable solutions, driving both economic and societal progress. We also aim to create an enabling environment for inclusive growth by embracing technology, promoting interdisciplinary collaboration, and actively engaging with society to create meaningful change.

## Mission Statement of CBM

The College of Business Management empowers future business leaders with industry-relevant knowledge, analytical rigor, and ethical decision-making skills. Through technology-infused curricula, experiential learning, and global perspectives, we prepare students to excel in dynamic business environments. Our faculty and students collaborate on impactful research that addresses real-world challenges, while our strong industry partnerships foster innovation and community engagement. We are committed to cultivating entrepreneurial mindsets, fostering inclusivity, and developing solutions that create both economic value and social progress

## IoBM Core Values



## About IoBM

IoBM stands among Pakistan's leading universities, renowned for its academic excellence, inspiring campus, and strong global reputation. Nestled in a serene setting that blends city life with nature, it offers a learning environment that feels like a home away from home. With a wide range of programs from Business and Economics to Health, Environment, and Organizational Psychology IoBM prepares students to lead, innovate, and adapt in a changing world. Its highly qualified faculty bring real-world expertise and research-driven insights into the classroom, fostering experiential learning through collaboration and innovation. Weekend and executive programs further cater to professionals seeking growth or career transition, while modern facilities and global academic linkages equip all students with the knowledge, skills, and confidence to thrive in a dynamic future.



# About CBM

The College of Business Management (CBM) is the flagship college of IoBM and represents the foundation of its reputation for academic excellence. CBM is committed to preparing future leaders who can think strategically, act ethically, and adapt to the ever-evolving world of business. With its blend of theory, practice, and innovation, the college provides students with a holistic learning experience that bridges classroom knowledge with real-world application. A key feature of this approach is the Experiential Learning Project (ELP), which connects students with industry partners to solve real business challenges. Through this initiative, students apply their academic learning to practical situations, develop problem-solving and teamwork skills, and gain firsthand exposure to professional environments making them industry-ready and confident to lead in dynamic business landscapes.

## *CBM comprises of five dynamic departments*

### **Department of Human Resource and Management**

The **Department of Human Resource and Management** focuses on cultivating leadership, strategic thinking, and people management skills. Students learn to understand organizational behavior, foster positive work cultures, and drive performance through effective HR practices. The department emphasizes experiential learning through role plays, and case discussions, running ensuring graduates are ready to manage teams and lead organizational transformation.

### **Department of Marketing**

The **Department of Marketing** nurtures creativity, strategic thinking, and consumer understanding. It equips students with the tools to analyze markets, build strong brands, and create value-driven campaigns. Through case studies, projects, and industry collaborations, students gain hands-on experience in real-world marketing challenges, enabling them to develop analytical thinking, strategic insight, and creative problem-solving skills, and preparing them to become adaptable professionals ready to influence and innovate in dynamic market environments

### **Department of Accounting and Finance**

The **Department of Accounting and Finance** cultivates strong analytical and quantitative capabilities essential for informed decision-making across a wide range of organizational contexts. It strengthens financial insight, critical thinking, and professional judgment, effectively linking academic rigor with real-world professional demands. By integrating solid theoretical foundations with practical exposure, the department prepares students for impactful careers across diverse industries and sectors.

### **Department of Operations, Environment & Supply Chain Management (OESCM)**

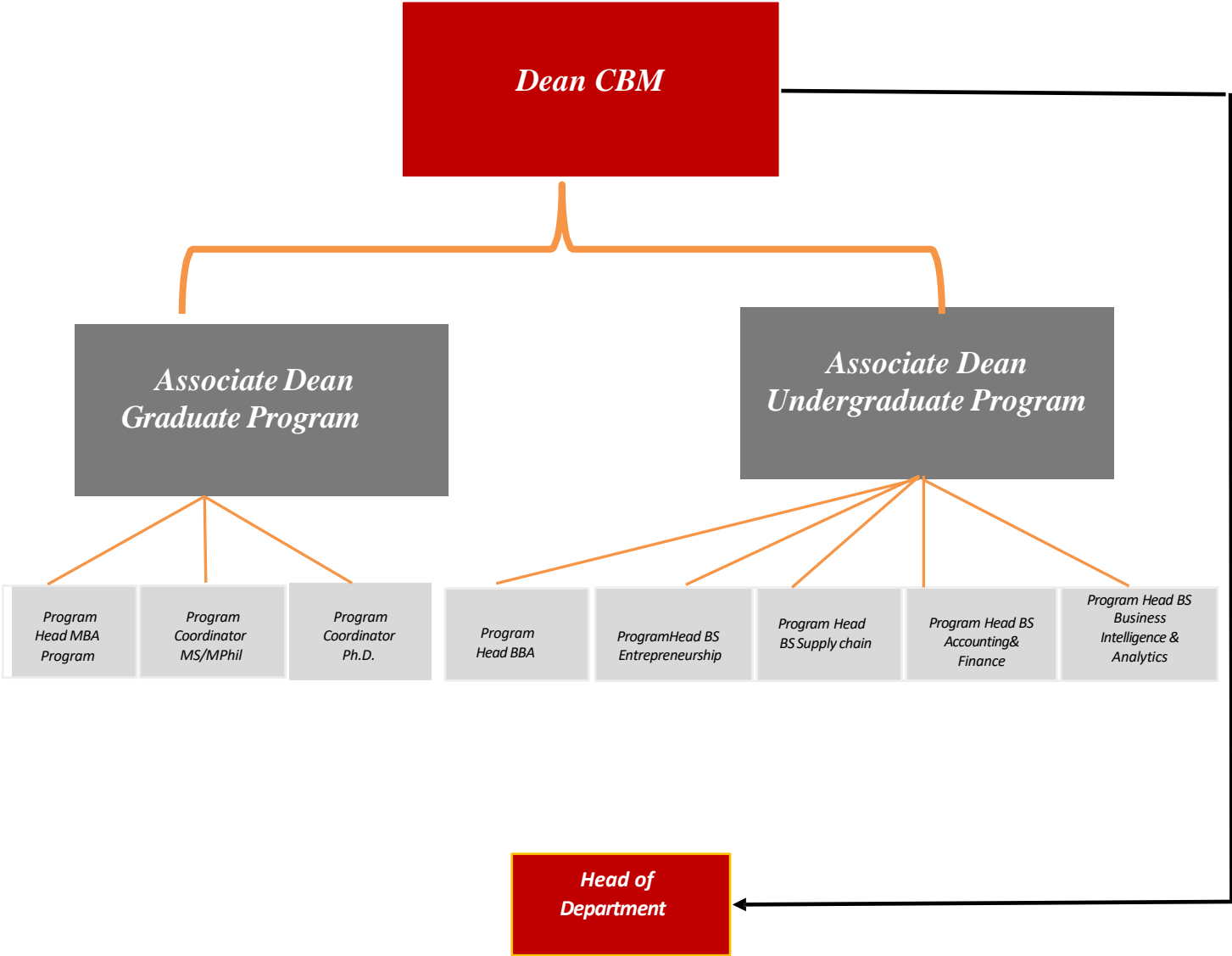
The **Department of Operations, Environment & Supply Chain Management** trains students to manage complex global operations with efficiency and innovation. It offers insights into procurement, logistics, inventory management, and sustainable supply chain strategies. With a strong focus on technology and process optimization, students learn to design systems that enhance productivity, reduce costs, and build competitive advantage in an increasingly interconnected world

### **Department of Entrepreneurship**

The **Department of Entrepreneurship** inspires creativity, resilience, and problem-solving. It encourages students to think beyond conventional boundaries, helping them turn ideas into successful ventures. By integrating strategic management principles with entrepreneurial mindset training, the department empowers students to lead startups, develop business models, and contribute meaningfully to Pakistan's economic and social growth.



# CBM Academic Structure



# Your campus Support Squad

## From Orientation to Graduation

The Campus Support Squad is here for you from day one to graduation. University life is a journey from *dependence to independence*, and while that shift can feel exciting and sometimes overwhelming, you don't have to figure it out alone. Think of us as your partners in the journey helping you balance academics with life, discover your passions, and create experiences you'll carry far beyond campus."

### **Ms. Rabia Sabri**

Head of Academics and Student Affairs  
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Lost in registration? Drowning in course codes? Confused about academic affairs? No stress, Rabia Sabri is your go-to guide for all student matters.

Stuck on course selection, juggling schedules, hunting for trendy electives, or requesting a new course/section? Your Head of Department is the desk where things actually get sorted

Got exam queries, portal glitches & missing course visibility, exchange program & internship worries? These officials are your pit stop respectively

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Need to find your classroom, fix a finance or ledger issue, or get your transcript? Each has its own desk, head to the right one and consider it sorted. Check details respectively

# Academic Calendar

## Fall 2025

Registration of Courses and Fee Payment (On board students)	Monday, August 25, 2025 Onwards
Eid-e-Milad un Nabi SAW*	Saturday, September 6, 2025
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, 2025
Last day to drop courses without penalty**	Monday, November 17, 2025
Last day to drop courses with penalty***	Monday, December 8, 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
8th	Midterm/Assessments	03/11/2025 to 09/11/2025
17th & 18th	Final	5/1/2026 to 18/01/2026

## Spring 2026

Registration of Courses and Fee Payment (On board students)	Monday, January 19, 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 30th, 2026 to Sunday, April 5th, 2026
Last day to drop courses without penalty**	Saturday, April 11, 2026
Last day to drop courses with penalty***	Saturday, April 25, 2026
Labor Day	Friday, May 1, 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
9th	Midterm/Assessments	30/03/2026 to 5/04/2026
17th, 18th & 19th	Final	30/05/2026 to 14/06/2026

### Summer Crash/Remedial Semester 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***	Wednesday, 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  
\*\* As per HEC/IoBM refund Policy  
\*\*\* Grade 'W' will appear in Transcript

**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.*

## Summer Remedial guidelines

### For Undergraduate Students:

- Students may repeat courses and take a maximum of 6 credit hours (2 courses).
- In case a course is offered for remedial purposes, new students may opt that course.
- Students will not be allowed to take advanced courses if they have not completed courses according to the semester they are enrolled in.
- Students who dropped a course with a penalty and received a **"W" grade** can register for the remedial course in the Summer session.

### For Graduate Students:

- Students may repeat courses and take a maximum of 6 credit hours (2 courses). They are not allowed to take new courses.
- If the course was dropped with penalty in full load semester then the student may avail the course in the Summer session.
- Students who dropped a course with a penalty and received a **"W" grade** can register for the remedial course in the Summer session.



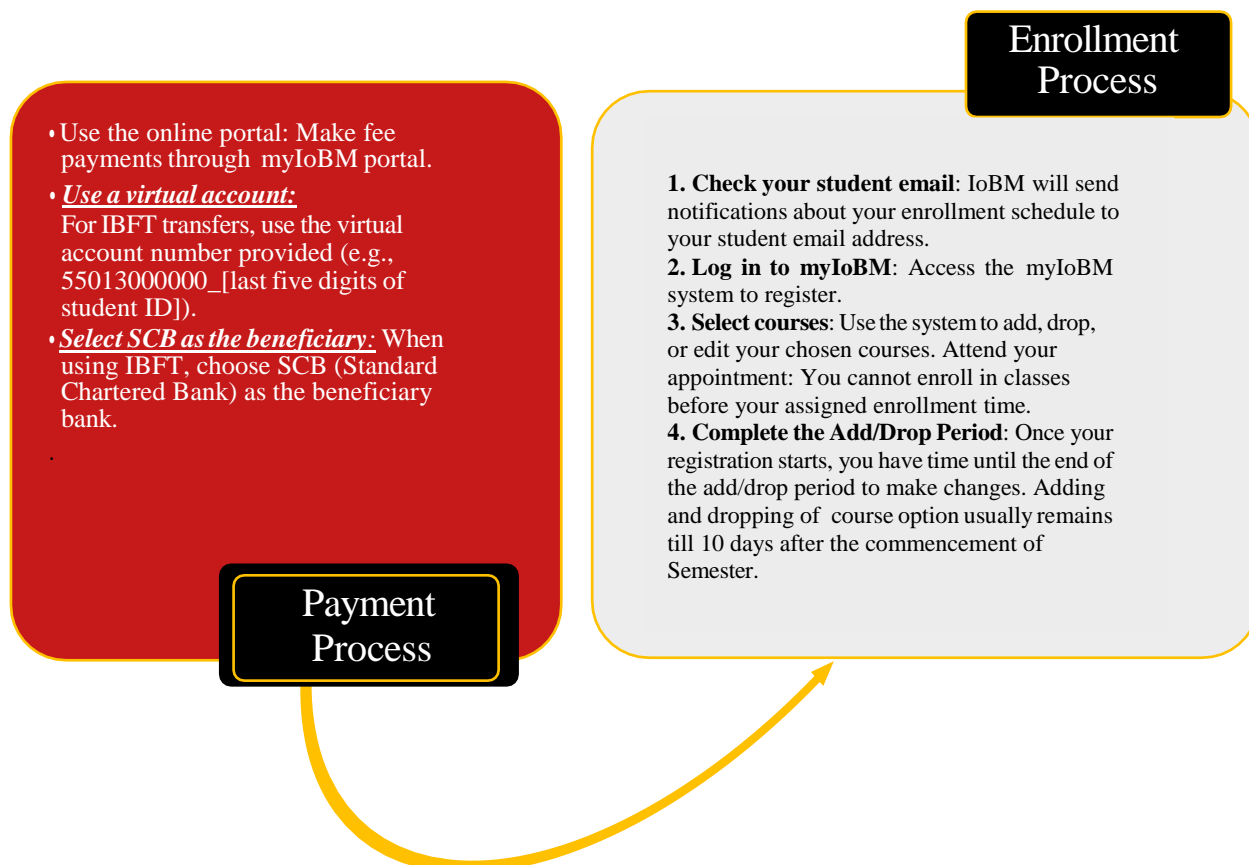
## **1. Academic Guidelines**



## 1.1 Registration Guidelines

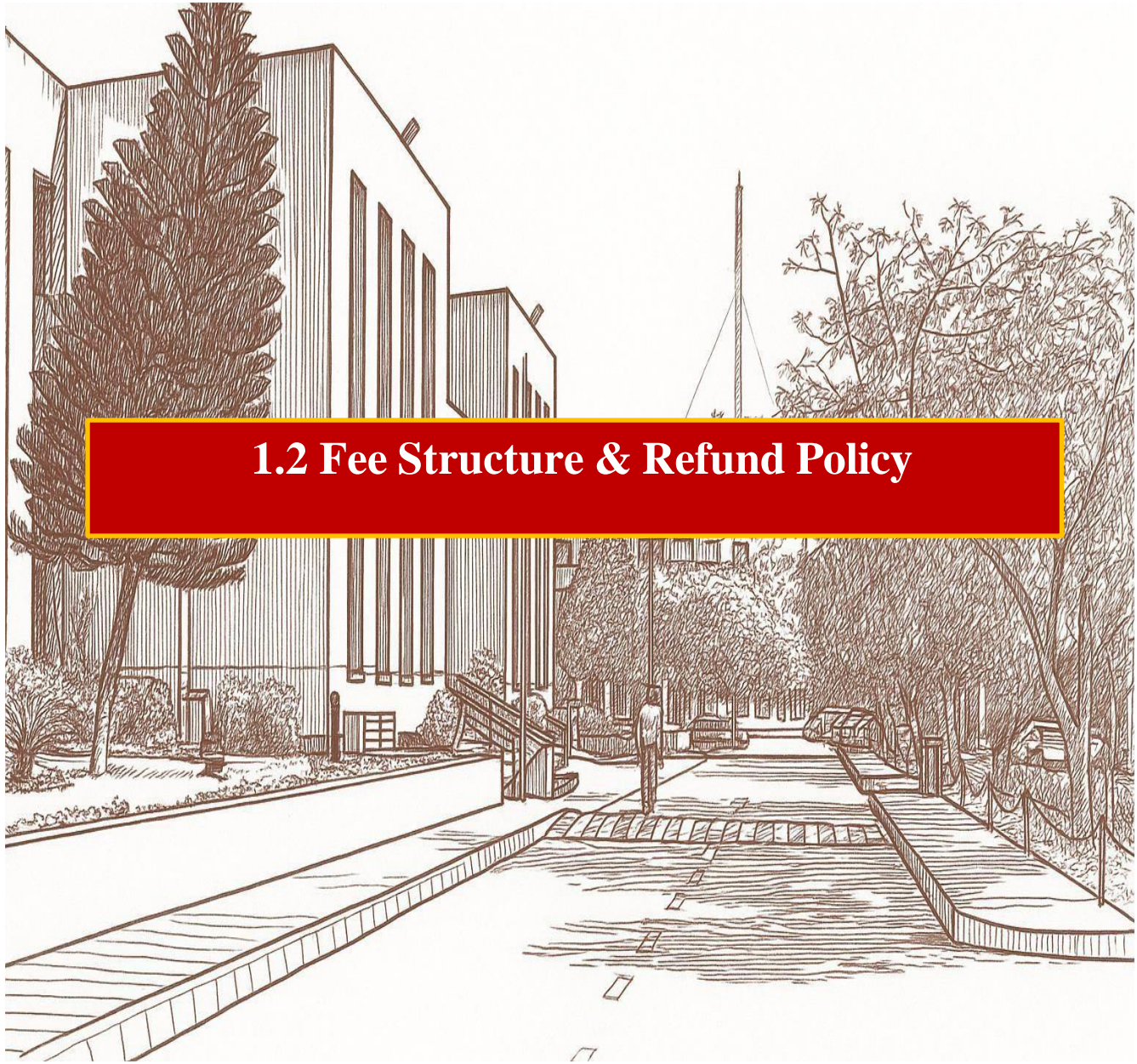
## Unlock Your Semester: Registration Guidelines

At IoBM, course registration is done online through **myIoBM portal**. Students register according to their assigned date and time, as notified by the Academic Office. Once registration opens, they can easily add, drop, or adjust their courses within the add/drop period. Fee payments are made conveniently through a virtual account number, using online banking or the myIoBM portal



### Important Guidelines

- Students must follow the registration schedule announced for their specific program and credit hour status.
- Students are required to register according to their **catalog year** and should only take courses offered for their current semester. Even if advanced courses appear on the portal, they should not register for them. If all sections of a required course are full, they must request their **HoD** for accommodation.
- For **elective courses**, students may choose electives from a later catalog (for example, a 2023 student may take a 2024 elective).
- Check the **drop list** shared by the Academic Office one week before the semester begins. If a selected course is dropped due to low enrollment, students must contact their **HoD** to register in another section of the same course or choose a different course from their semester.
- When requesting to be facilitated for a desired course, send only **one email** and wait **24 hours** for a response. Before making the request, ensure that:
  - ✚ You are not already enrolled in another course at the same time slot.
  - ✚ You have dropped any conflicting course.
  - ✚ You have **sufficient balance** in your account.



## 1.2 Fee Structure & Refund Policy

## Fee Structure and Refund Policy

### Admission Fee

One-time Admission fees, non-refundable and non-transferable, of Rs.50,000/= will be charged

### Undergraduate & Graduate Program

	Registration Fee	TuitionFee* (per course)	Fee on the basis of Per Credit Hour	TuitionFee Full Load	Total Fee* (persemester)
All Bachelor's Programs	10,000.00	26,730.00	8,910.00	160,380.00	170,380.00
All Master's (Weekend / Evening) Programs	10,000.00	28,800.00	9,600.00	172,800.00	182,800.00

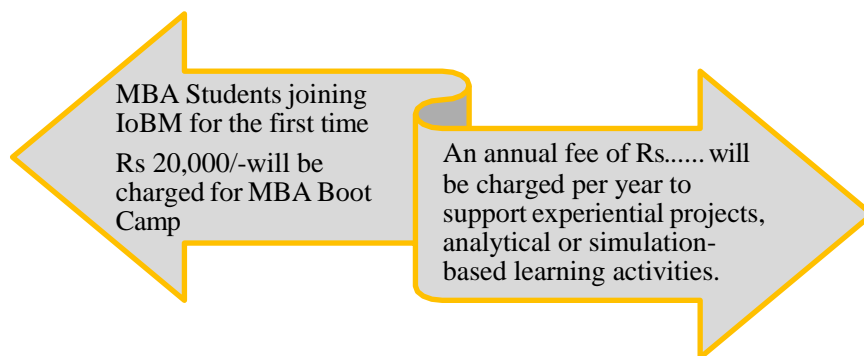
\* Subject to change Note:

Additional fee will be charged for remedial (non-credit) courses such as MTH100 or COM010 which have to be taken by those students who have not been able to reach the desired level of competence in the relevant section of the admission test.

- Rs. 25,000.00/- will be additional per semester for usage of Media Studios and Labs for BS Media Studies Program
- Rs. 53,460.00/- will be additional Lab Charges for BE Electrical Engineering in Electronics and Telecommunication program.
- Rs. 53,460.00/- will be additional Lab Charges for BS Computer Science and BS Software Engineering program.
- Rs. 20,000.00/- will be charged for MBA Boot Camp for MBA students joining IoBM for the first time.

MBA (Weekend / Evening) students, planning to take less than a full load, would be charged registration and tuition fees accordingly.

### Additional Fees



### Graduate Program

PostGraduate Programs	Registration Fee (1-2 Courses)	TuitionFee Per Course	Thesis, External Examiner, Viva Voce, Exam, Supervisors and Foreign Examiner Fee
MS / MPhil Programs	3,500.00	19,470.00	100,188.00
PhD Programs	5,000.00	21,120.00	506,000.00

The registration duration of thesis is one year (3 consecutive semesters) after 3rd semester. Students will be required to get themselves re-registered in thesis by paying registration fee and one course fee for the subsequent semesters.

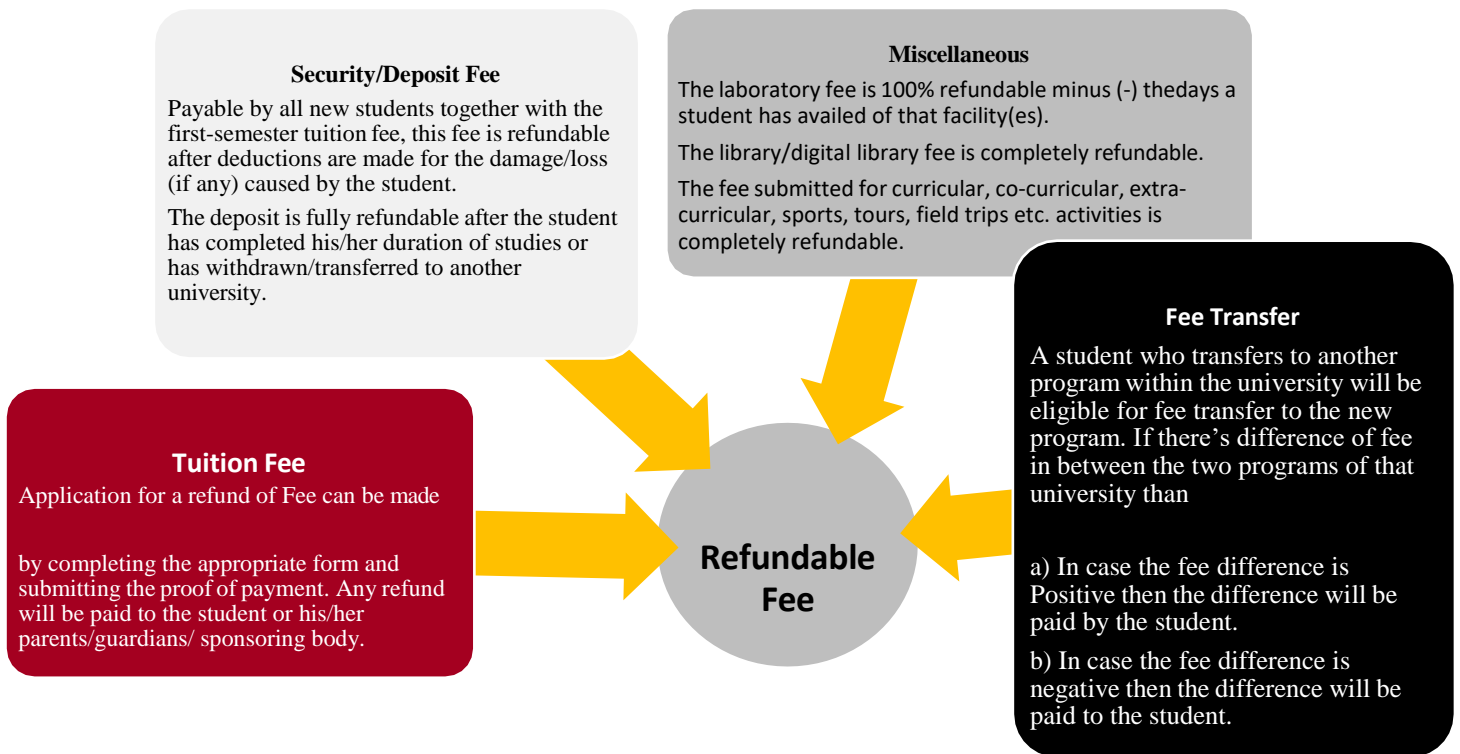
## *Convocation Fee*

<b>Rent for gown and cap with mask (mask is nonreturnable)</b>	<b>1,000.00</b>
<b>Degree folder including degree cost</b>	<b>4,500.00</b>
<b>Physical arrangement and lunch cost for the Graduate only</b>	<b>4,500.00 approximately</b>
<b>Brochure</b>	<b>500.00</b>
<b>Administrative charges</b>	<b>1,500.00</b>
<b><i>Convocation Fee</i></b>	<b><i>1,2000.00</i></b>
<b>Security deposit for the gown and cap (refundable)</b>	<b>5,000.00</b>
<b><i>Total amount with security deposit</i></b>	<b><i>17,000.00</i></b>

### **Note**

- *Rs.5,000.00 will be refunded after the gown and cap are returned in good condition*  
*The catering and physical arrangements costs for*
- *parents will be communicated after finalizing the quotation.*

**The fee structure applies to the fiscal year 2025–2026 and it may be subject to change due to inflationary pressure or other unforeseen conditions**



The refund amount of Tuition Fee is subject to the following schedule:

Timeline	Percentage of Fee
Upto 10th day of commencement of classes	100% fee refund
Upto 15th day of commencement of classes	80% fee refund
Upto 20th day of commencement of classes	60% fee refund
Upto 30th day of commencement of classes	50% fee refund
31st day onwards of commencement of classes	No Refund

Note: The timelines for refund of tuition fee are inclusive of the weekends.

## ***Non-Refundable Fee***

### **Admission Fee**

1. The fee paid as an admission fee is nonrefundable.

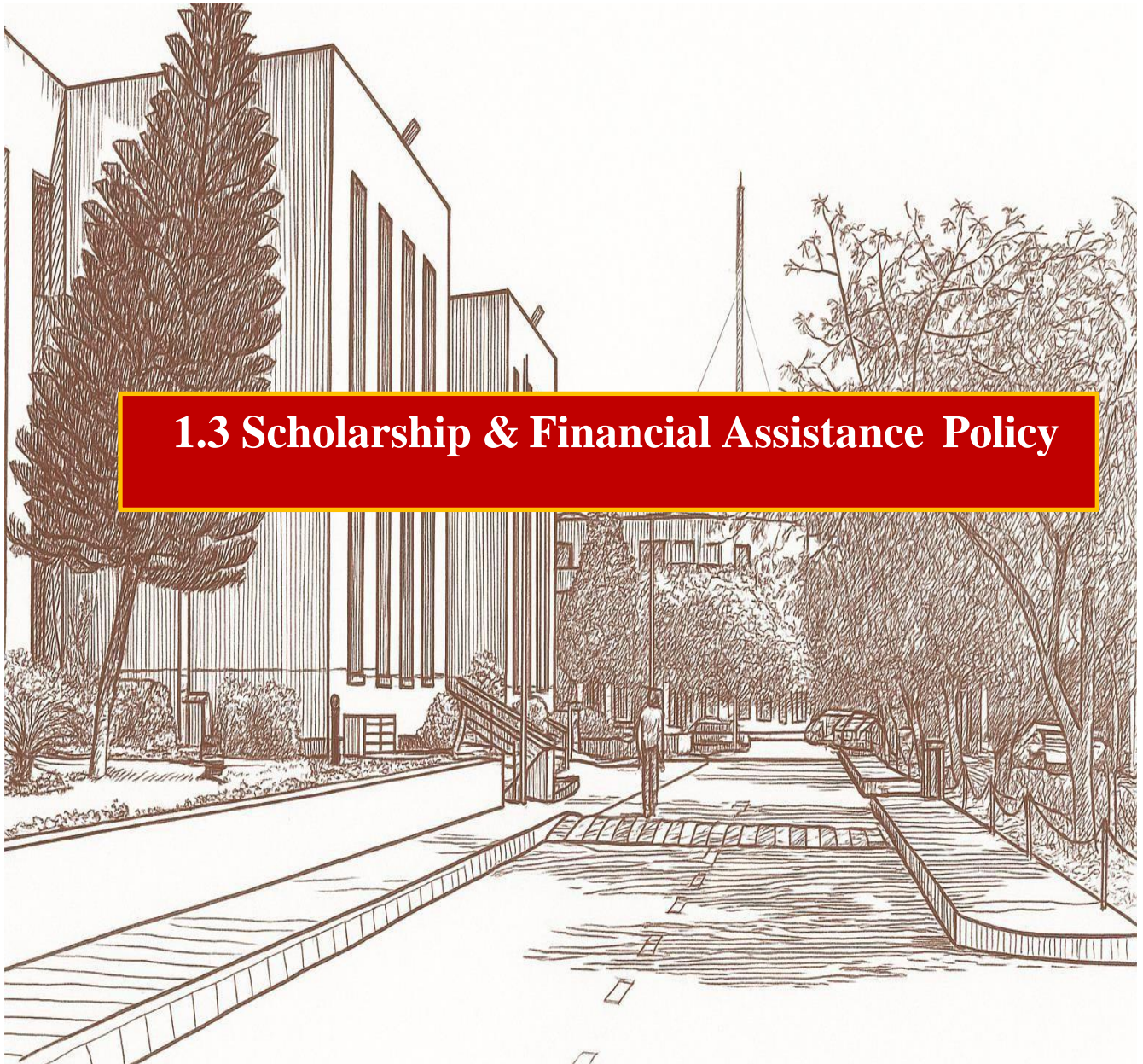
\*However, it may be noted that in case, a student paid admission fee in one of the constituents/affiliated colleges of the university, and he/she/transgender is also offered admission in another college in the same program, then the admission fee paid to the earlier college is to be transferred to the later college in respect of that student

### **Registration/Application Fee**

1. Any Fee, payable at the time of initial application is non-refundable under any circumstances.

### **Others**

1. A student expelled from the university due to disciplinary misconduct, shall not be eligible for any refund, except for the refundable Security/Deposit Fee.
2. Any refund on account of courses dropped without penalty in any given semester, provided that tuition fees on account of drop courses without penalty remains unutilized in subsequent semesters, shall be refunded as per clause 4.2 on admission cancellation or program completion, including suspension / freeze for one semester.
3. Tuition fees for courses dropped with penalty will be forfeited.



**1.3 Scholarship & Financial Assistance Policy**

## Scholarships and Financial Assistance Programs

### *Internal*

IoBM has established a financial assistance fund for students who are unable to afford the financial costs associated with an academic program. Financial assistance is provided to students on the basis of merit and need. Currently, about 25% of the students are receiving some form of financial aid and scholarships. Special scholarship programs are available under CSR activity for deserving students of selected districts in Sindh through IoBM Outreach Program, TCF Alumni Program and Kiran Foundation.

### *President's Merit Scholarship*

This scholarship is awarded to students who uphold the specified CGPA throughout an academic year: The tuition fee waiver is 50%.

Program	Eligibility Criteria
Bachelors	Semester GPA 3.60 and CGPA 3.50 with minimum 15 credit hours
MBA (offered on Weekends/Evening)	Semester GPA 3.70 and CGPA 3.60 with minimum 04 courses
MPhil / MS*	Semester GPA 3.70 and CGPA 3.60 with minimum 2 courses
PhD*	Semester GPA 3.80 and CGPA 3.70 with minimum 2 courses

### *Educational Assistance on Need cum Merit*

Program	Eligibility Criteria
Bachelors	Semester GPA 2.80 and CGPA 2.50 with minimum 15 credit hours
MBA (offered on Weekends/Evening)	Semester GPA 3.20 and CGPA 3.00 with minimum 4 courses
MPhil / MS*	Semester GPA 3.20 and CGPA 3.00 with minimum 4 courses

\* Only applicable on tuition fee.  
"D" and "F" grades are not allowed.

### ***Educational Assistance in Need***

<b>Program</b>	<b>Eligibility Criteria</b>
Bachelors	Semester GPA and CGPA 2.50 with minimum 15 credit hours
MBA (offered on Weekends/Evening)	Semester GPA 3.20 and CGPA 3.00 with minimum 4 courses
MPhil / MS*	Semester GPA 3.20 and CGPA 3.00 with minimum 4 courses

### ***Sports Scholarship***

The Sports Scholarship at IoBM is designed to support talented student-athletes who have demonstrated significant achievements in their respective sports at the district, regional, national and international level within the last 8 to 12 months. The scholarship aims to encourage students who exhibit a balance between academic excellence and outstanding performance in sports.

- Eligibility and Award Criteria for Sport Scholarship
- The applicant's sports achievements will be evaluated by the Assistant Manager of Sports Department and recommended for approval to the Scholarship Committee.
- The Sports Scholarship will initially be awarded for two semesters.
- After this period, the scholarship status will be re-evaluated based on the student's continued sports performance. Upon the recommendation of the Assistant Manager of Sports Department and approval from the Vice President-FHE & Chief Advisor-IoBM, the scholarship may be extended for future semesters.
- A tuition fee waiver of up to 50% may be granted, depending on the student's sporting accomplishments and academic performance.

<b>Program</b>	<b>Eligibility Criteria</b>
Bachelors	Semester GPA and CGPA 2.50 with minimum 15 credit hours
MBA (offered on Weekends/Evening)	Semester GPA and CGPA 3.00 with minimum 4 courses
Important: Please refer to the website for details regarding the required sports achievements.	

"D" and "F" grades are not allowed.

### ***Who Can Apply***

- Newly Enrolled Students: Applicants have to provide verified records of prior achievements and representation at the district, regional, national or international level.
- Current Students: Applicants must have a minimum GPA of 2.5 with no D or F grades for undergraduate students and a minimum CGPA of 3.0 for graduate /postgraduate students.

### ***How to Apply***

- Applications must be submitted online through the Financial Assistance & Scholarship Office portal. Applicants are required to upload the following documents:
- A duly completed application form
- A brief biography outlining significant sports achievements
- Recommendation letters certificates from:
- The Physical Education or Sports Department of the applicant's last attended School/College (on official letterhead)
- Copies of relevant sports certificates and awards

***External Endowment Fund***

Various endowment funds have been set up by IoBM, public and private donors to provide financial assistance for students who deserve and in need.

Following external financial assistance is being provided to students:

<b><i>External Endowment Funds</i></b>	
Bashir Janmohammad CCSIS Endowment Fund	Student Scholarship Fund
Ms. Sabina Mohsin Endowment Fund	Lucky Cement Scholarships
Dr. Ahmer Syed Karim Endowment Fund	Sindh Educational Endowment Fund (SEEF), Govt. of Sindh
Mehbooba and Syed Karim Uddin Ahmed Endowment Fund	Shan Foods Endowment fund
IoBM Endowment Fund	Faysal Bank Zakat Fund
Bashir Janmohammad CCSIS Endowment Fund	Mitsubishi Corporation Scholarships



## 1.4 Attendance Policy

## Attendance Policy

### Regular Policy

4 absences for weekday classes (1.5 hrs each ).

2 absences for Weekend classes (3 hrs each)

Max 6 hrs for summer session

### Umrah leaves and other religious observances

Included in regular absences.

No additional absences will be granted

### Sports Activities

Regular policy plus 1 additional absences with approval of HoD and Dean of relevant college

### Medical Issues

Regular policy plus upto 2 additional absences with documentation send for approval to Head of Department, University Doctor for verification and Dean of relevant college

### Compassionate Grounds

For situations like the death of an immediate family member or marriage (own).

Additional absences may be considered under compassionate grounds for both Weekday and Weekend classes varies from case to case basis, final approval will be from the Dean of relevant college

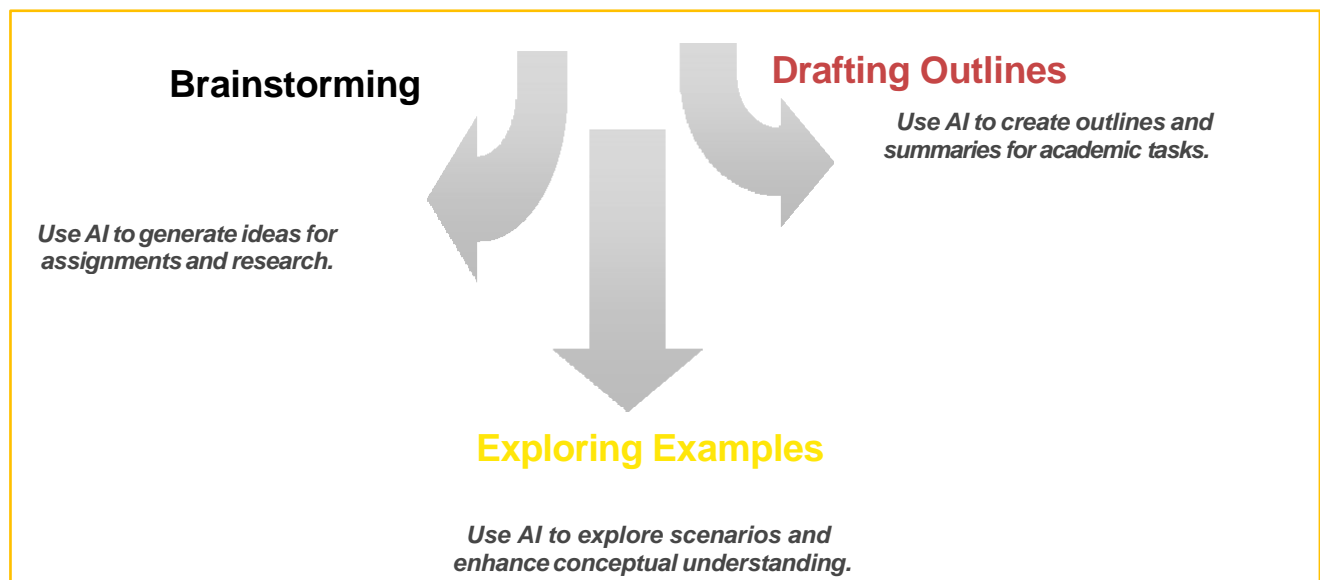
If you are registered late your attendance will not be compensated against late registration and 3 late comings or early going will be counted as 1 absence.



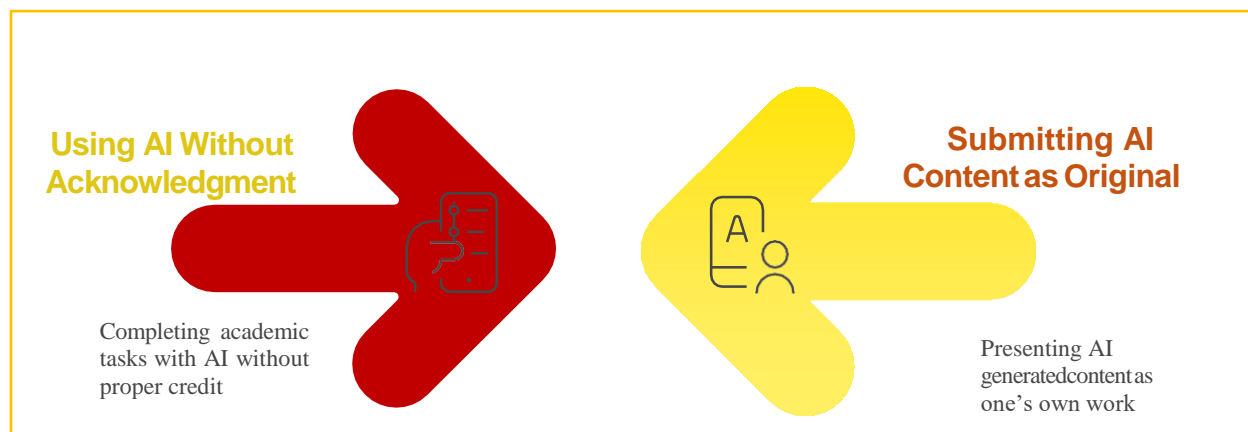
## 1.5 AI & Turnitin Policy

## AI & Turnitin: Your Partner, Not Your Replacement

At the Institute of Business Management (IoBM), we know that Generative Artificial Intelligence (AI) is changing the way students learn and work. From helping you brainstorm ideas to giving you a quick push when you're stuck, AI can be a really useful tool to boost creativity and save time. But like any tool it has to be used wisely. Depending on AI too much, or using it the wrong way, can create problems like plagiarism, mistakes, or work that doesn't really show your own thinking. This policy is here to help you use AI in a responsible and smart way. Think of it as a guide to make the most out of AI while still keeping your work original, thoughtful, and up to the standards expected at IoBM

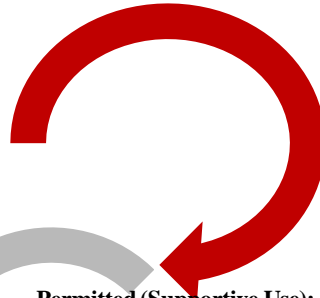


### Prohibited Uses of Generative AI



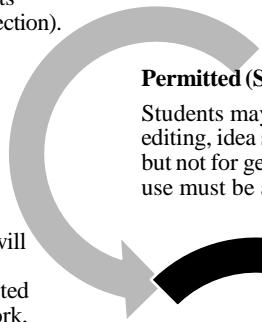
**Not Allowed**

Students are prohibited from using Generative AI for specific assessments (e.g., exams, closed-book tests, individual assignments requiring personal reflection).



**Permitted (Supportive Use):**

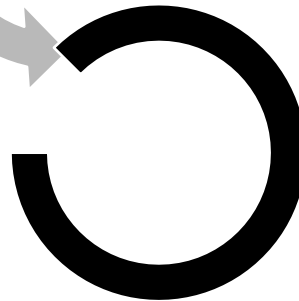
Students may use AI tools for brainstorming, editing, idea synthesis, and research preparation, but not for generating final submissions. Any AI use must be acknowledged.



**Encouraged (Integral Use)**

In certain courses, Generative AI will be integrated into the assessment process, and students will be expected to use AI tools as part of project work, case analysis, or applied learning.

In such cases, assignments will evaluate students on how effectively and responsibly they use AI, including verification, critique, and integration of outputs.



## **Plagiarism Policy**

- Academic honesty is upheld at all levels of education at IoBM and is enforced through clear policies on plagiarism and cheating.
- For coursework at both undergraduate and graduate levels, a similarity and AI threshold of 19% is allowed.
- If the similarity index exceeds this limit, the work is not accepted by the faculty, and the student's grade is reduced by one level.
- For thesis programs, a more formal plagiarism policy is implemented, overseen by the Office of Research, Innovation & Commercialization (ORIC) and the Board of Advanced Studies & Research (BASR). Turnitin is the designated software used to check similarity.
- A trained focal person is responsible for reviewing the Turnitin report.
- Once the thesis meets the required criteria, the focal person signs and stamps the report, which is then included as an official part of the final thesis submission



**1.6 MS/Mphil Degree Requirements**

## **1.6.1 Requirement for Award of MS/MPhil**

### **1. Coursework Requirement**

- MS/MPhil requires completion of a minimum of 30/33 credit hours consisting of 8/9 courses (08\*03=24/09\*03=27 credit hours) and a thesis of 06 credit hours.
- The student should be enrolled in regular semesters, namely Fall and Spring, and a summer semester will be allowed only for remedial courses (if any) and minimum research as per HEC criteria.
- Registration will only be allowed in a subject if the prerequisites/deficiency courses/s (if any) of this subject have been completed successfully.
- In each semester, a 3 or 6 or 9 credit hours option (as per their relevant discipline) will be offered on MyIoBM for the registration of thesis, and the student is supposed to register each semester and will pay the fees accordingly.
- A student has the option to temporarily freeze their studies for a maximum period of two semesters, provided there is a genuine problem. To initiate this process, the student must submit an application for the freeze of semesters, which should be recommended by the relevant program
- Coordinator/HoD and subsequently approved by the relevant HoD/Dean. It is important to note that a record of this approval application will be maintained in the student's file for future reference. These two semesters shall be counted in the program life cycle (Max 04 Years). The option of Freeze is not allowed in the First semester.
- For the degree of MS/MPhil, a minimum CGPA of 3.0 out of 4.0 is required. Additionally, a minimum passing grade of C+ must be achieved in all relevant courses.

### **2. MS/MPhil Degree Completion Timeline**

- The MS/MPhil degree shall be awarded by the universities not before the completion of 1.5 years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters, save exceptions mentioned in the following clause.
- However, the students who are unable to complete the program within four (4) years, the institute will determine through a competent authority (BASR) whether the delay was caused by circumstances beyond the student's control (e.g., unnecessary delays/governance issues at the part of university or catastrophes - natural or human caused - and if so, the institute will grant an extension in such exceptional circumstances and also fix responsibility in case the delay was caused by the poor governance.

### **3. Re-admission and Credit Transfer for MS/MPhil**

- If the student exceeds the maximum duration of the program, then he/she will have to apply for readmission as per the 'IoBM Readmission Policy'.
- Readmission is contingent upon the Institute's discretion, which is determined based on the recommendation of the Credit Equivalent and Transfer Committee (CETF) of IoBM. While students may express their interest in readmission, the final decision lies with the University/Institute, considering various factors evaluated by the BASR decision.
- In case of credit transfer from another university, IoBM's Credit Equivalent and Transfer Committee (CETC) will assess and evaluate the transfer of credits between educational institutes and programs.

- In case of re-admission, only courses done in the "last four years" will be transferred, and the rest to be repeated. New courses should be taken as given in the new catalogue. Furthermore, if a candidate has completed only an advanced course within the last four years, then he/she has to complete both the pre-requisite and its subsequent advanced course.
- A maximum of 50% courses may be transferred with grade B and above.

#### ***4. MS/MPhil Thesis Requirements***

- Complete the prescribed coursework, each with a credit hour value of 03
- Select a supervisor from within the university following HEC requirements.
- Write an MS/MPhil proposal following the IoBM MS/MPhil Template under the guidance of a supervisor.
- Successfully defend the MS/MPhil proposal in an open defense.
- BASR Approval of MS/MPhil Proposal.
- A satisfactory semester-wise research progress report will be maintained by the supervisor.
- Complete a six-credit-hour MS/MPhil thesis coursework.
- Two external evaluators (relevant subject expert) and one defense examiner will be approved by the BASR.

## 1.6.2 Requirement for Award of Ph.D. Degree

### *Coursework Requirement*

The following requirements shall be fulfilled before the award of a Ph.D. Degree: The students shall complete the coursework at least:

1. 18 credit hours if they are from the same discipline.
2. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the Institute)
3. The courses shall preferably be of 8 levels as per the National Qualification Framework of Pakistan 2015.
4. Ph.D. degree should be based on research, not only on credit hours.

### *Comprehensive Examination*

5. Following the completion of coursework, every Ph.D. student shall be required to pass the comprehensive examination to be granted candidacy as a Ph.D. researcher, with the provision that the student failing to pass the comprehensive exam shall be allowed to retake the exam once.
6. The required coursework, comprehensive exam, and defence of synopsis/research proposals should be completed within the 1st six semesters of registration into a Ph.D.
7. program. The responsibility in this regard rests collectively with the Ph.D. student and the Institute. In case of noncompliance, the registration shall be cancelled, and transcripts for completion of coursework may be issued to the student.
8. In the event of force majeure, i.e., noncompliance on account of circumstances beyond the control of the student, the institute may consider the matter in accordance with the procedure prescribed at 3 (iv).
9. The following are the guidelines for conducting a Comprehensive Examination:
  - a. The exam shall be based on a recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
  - b. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
  - c. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
  - d. The exam shall be based on a recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
  - e. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
  - f. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.

## ***Comprehensive Guidelines***

The purpose of a comprehensive exam is not to test the memory recall of the concepts learned during the coursework, but to evaluate the ability to analyze a given problem and be able to design solutions based on established theories and models.

### ***1. Format***

- a. The format is designed to evaluate the ability of the students to apply the theories and models learned during the Ph.D. coursework and would be communicated well in advance to the test.
- b. The paper would be based on the theories studied by the student at the Ph.D. level.
- c. The paper may include question(s) regarding the evaluation and application of theories of at least 10 given research papers to a problem.
- d. Comprehensive Exam will be open book and may last up to 5-8 hours depending on the program.

### ***2. Ph.D. Degree Completion Timeline***

- a. The Ph.D. degree shall be awarded not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters, exceptions mentioned at clause 3 (iv).
- b. The completion date of the Ph.D. degree shall be reckoned from the date of notification of the award of the Ph.D. degree.
- c. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the Ph.D. degree.
- d. In case a student is unable to secure a Ph.D. degree within the prescribed timeframe and claims for extension in duration, the institute may constitute the appropriate authority and determine the causes for delay. In the event of force majeure i.e., delay on account of circumstance beyond the control of students, the university may grant an extension in the period of award of Ph.D. degree following the duration limiting factors(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

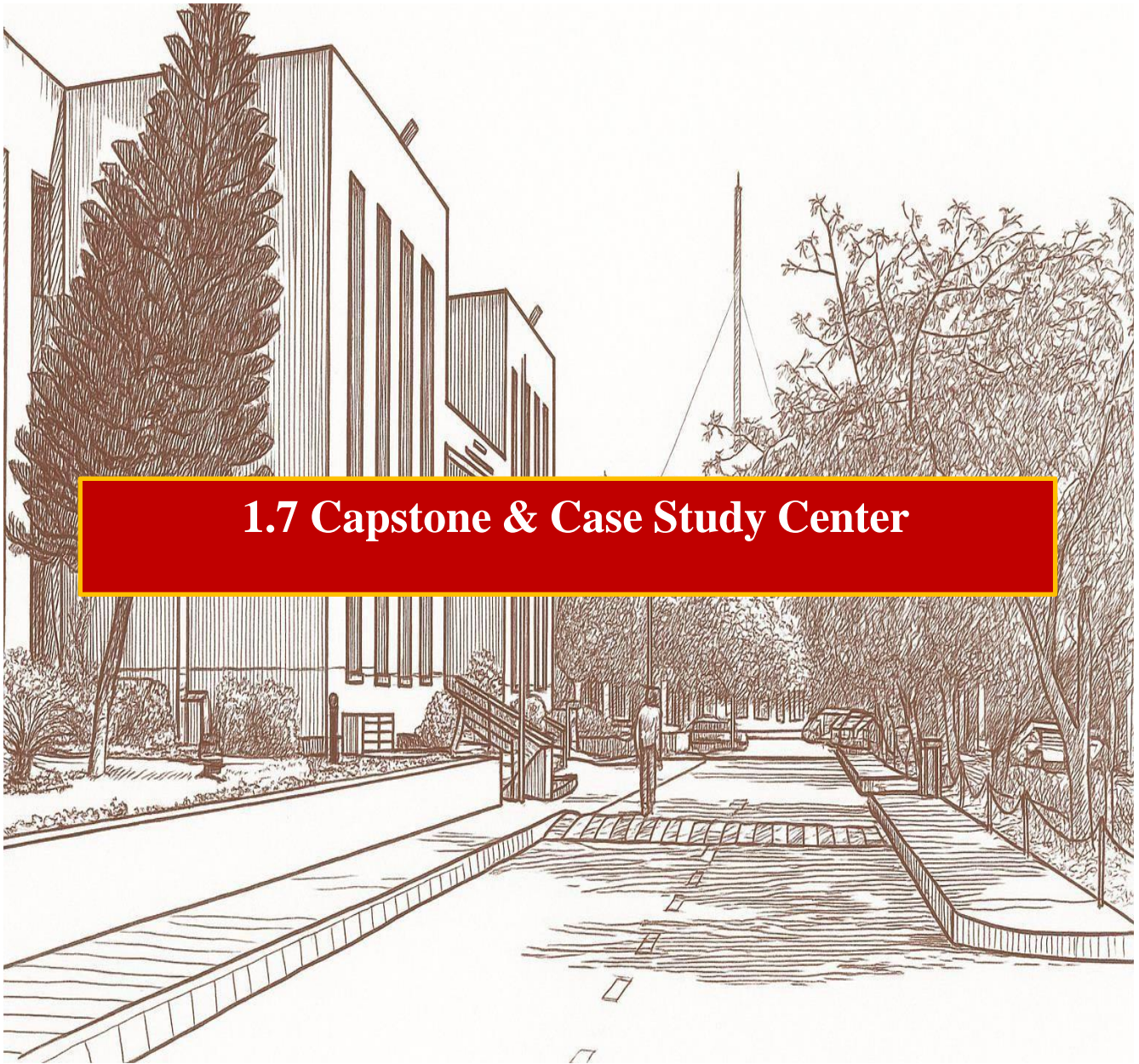
### ***3. Coursework Requirement***

- a. If the student exceeds the maximum duration of the program, then he/she may apply for readmission as per the IoBM Readmission Policy.
- b. Readmission is contingent upon the Institute's discretion, which is determined based on the recommendation of the Credit Equivalent and Transfer Committee (CETC) of IoBM. While students may express their interest in readmission, the final decision lies with the Institute, considering various factors evaluated by the committee.
- c. In case of credit transfer from another university, IoBM's Credit Equivalent and Transfer Committee (CETC) will assess and evaluate the transfer of credits between educational institutes and programs. A maximum of 50% courses may be transferred with grade B and above.

### ***4. Ph.D. Dissertation Requirements:***

- a. Complete the prescribed coursework according to the Program Structure.
- b. Select a supervisor from the relevant field within the university/institute in accordance with HEC requirements.
- c. Pass a comprehensive Exam.
- d. Write a Ph.D. proposal following the IoBM Ph.D. Template under the guidance of a supervisor (See Templates 1 & 2).
- e. Successfully defended the Ph.D. proposal in an open defence.
- f. BASR Approval of Ph.D. Proposal.
- g. Satisfactory semester-wise research progress report will be maintained by the supervisor.

- h. Complete a total of 48 credit hours of Ph.D. coursework (18 CHs) and dissertation (30 CHs).
- i. Each PhD researcher shall be required to publish at least one research paper as its first author during his or her doctoral studies in an HEC-approved journal for the award of PhD degree (as per IoBM Research Publication policy given on page # 9).
- j. Final dissertation submission to BASR.
- k. Evaluation of Dissertation by 02 Evaluators from technologically advanced countries and approval by BASR.
  
- l. If the dissertation is rejected by one of the evaluators, it will be sent to a third evaluator.
- m. Finalize the dissertation based on the comments/changes provided by the evaluator/s.
- n. Present a dissertation defense in the presence of an external examiner and a committee consisting of a supervisor (as an observer), relevant MS/PhD/HoD/program coordinator, Dean, one subject expert, and BASR Representative.
- o. The process of dissertation finalization entails carefully considering and incorporating any comments/changes provided by the examiners while ensuring compliance with the designated IoBM format (See Template 3).
- p. Submit soft copies in two CDs and a minimum of five hard copies including: Library, concerned Dean's Office/Research HoD, Supervisor, BASR, and Student, according to the IoBM Ph.D. (Template 3)
- q. Complete the student's file along with all required forms/documents signed by the relevant authorities.
- r. The Ph.D. dissertation cover should be in the "Black" color.
- s. The Degree Award Letter is issued after the completion of all HEC and IoBM requirements (BASR PhD: Checklist)
- t. Submission of the online PCD form provided on the HEC website



## 1.7 Capstone & Case Study Center

# Your Growth playground - Capstone & Case Study Center

## Capstone and Case Study Centre

Capstone projects form a vital component of university degree programs, offering students practical opportunities to gain hands-on experience and emerge as well-rounded, industry-ready graduates. These projects involve independent group research focused on developing innovative solutions to real-world challenges. By collaborating with organizations, students address pressing issues that create meaningful social impact and contribute to professional growth and organizational advancement

The main goal is to create an environment that encourages innovation, critical thinking, and leadership. By engaging students in real-world projects, it helps them develop into capable leaders who can drive positive change in their communities and around the world.

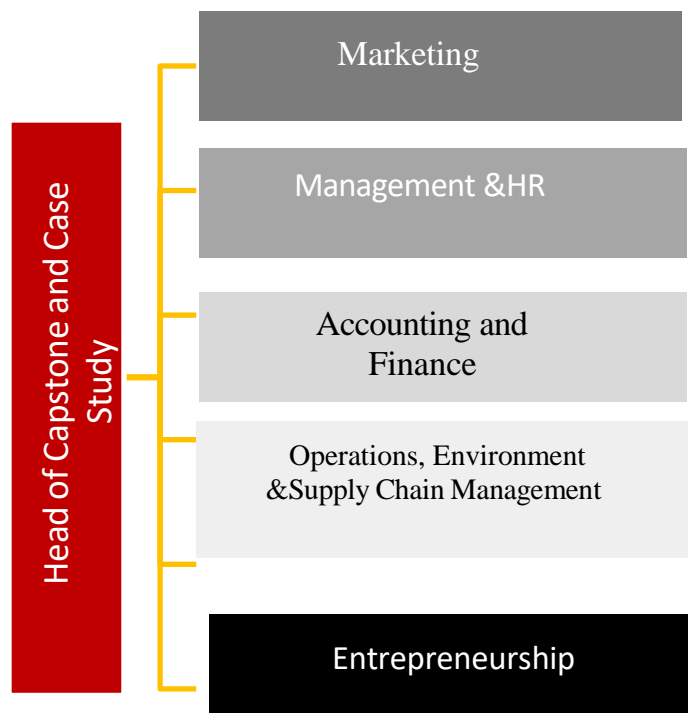
## Evaluation Breakdown

Industry Clients: 40 marks

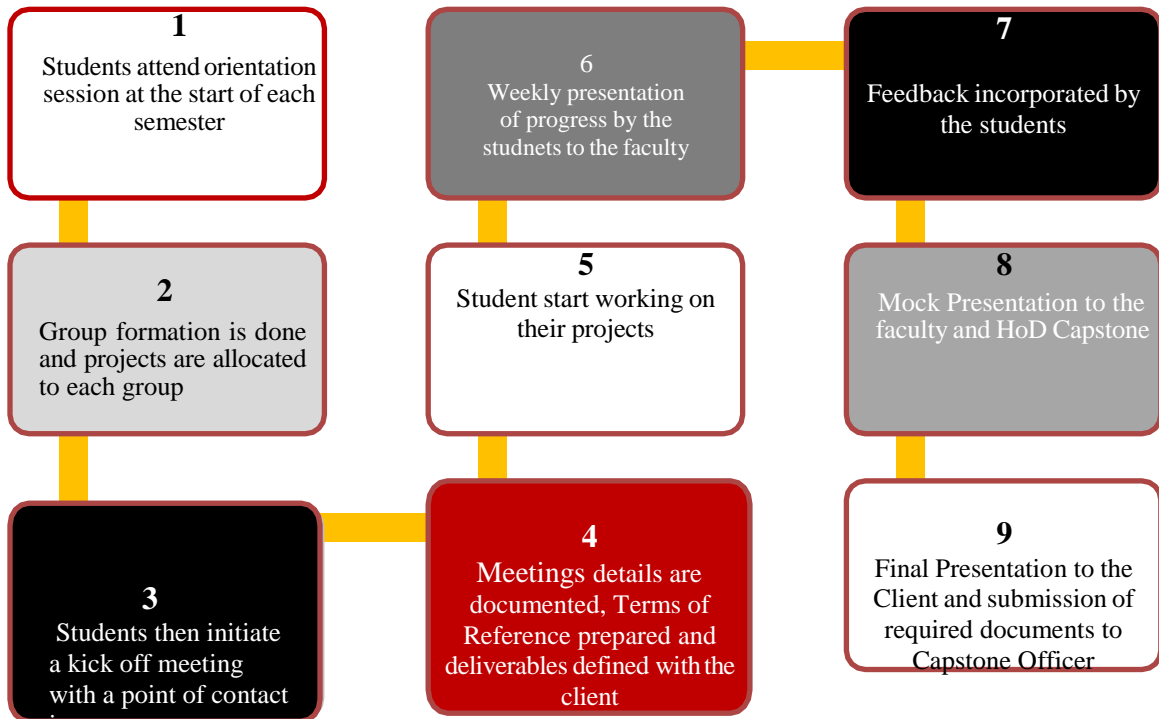
Capstone Supervisor: Total 45 marks (15 marks for midterms and 30 marks for the final).

Capstone Officers: 15 marks

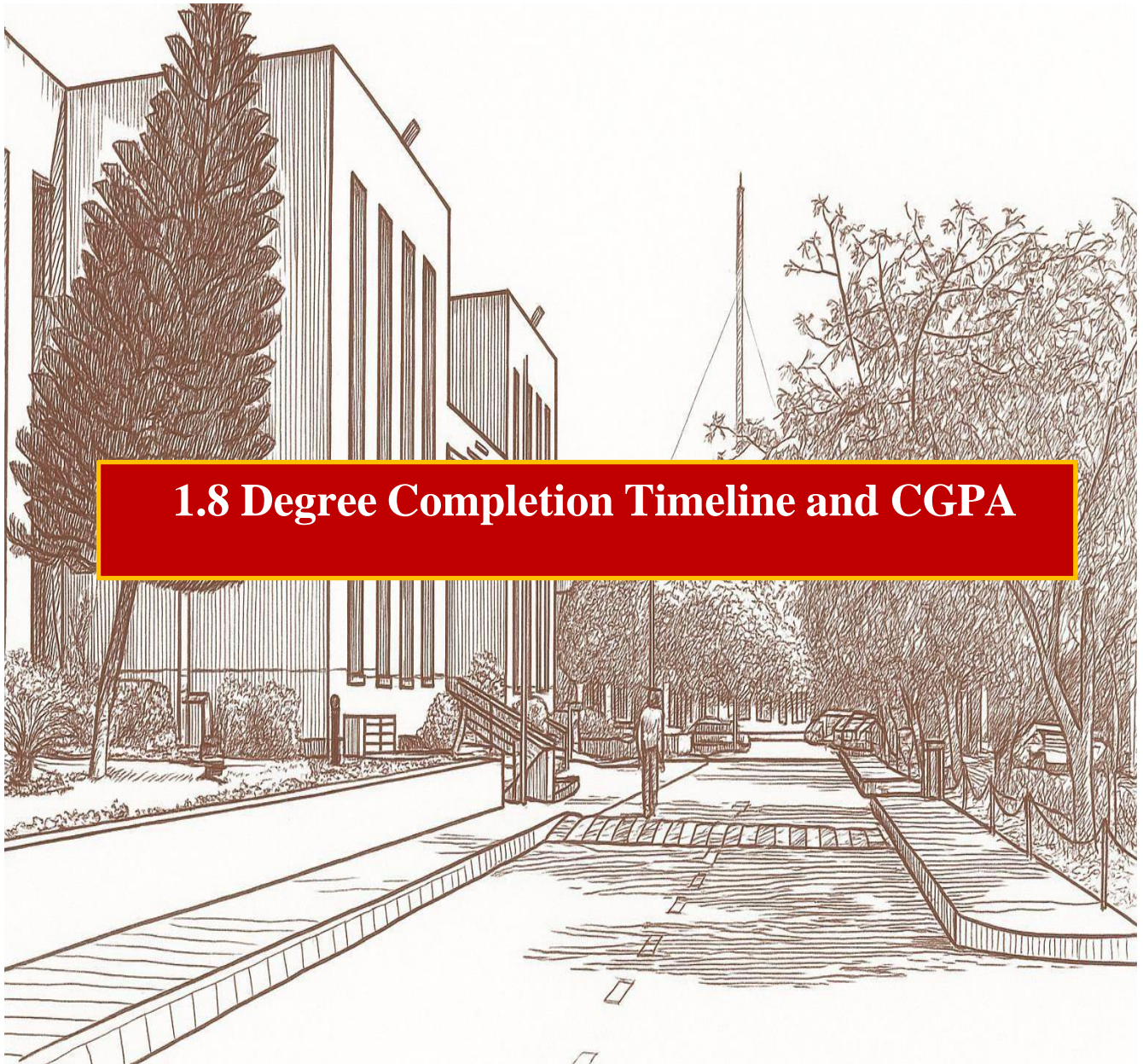
## Capstone and Case Study Center Hierarchy



## *From Draft to Done: Your Project Guide*



For detail list of clients [click list of Capstone Clients](#)



## 1.8 Degree Completion Timeline and CGPA

# First Class to Cap & Gown: Completing Your Degree the Right Way

All students are advised to complete their degree program within the prescribed duration, as outlined below. Students who do not meet these requirements will be ineligible for the award of their degree and transcript.

## Time Duration

The maximum time allowed for completing the degrees is as under:

<i>Programs</i>	<i>Max Credit Hours</i>	<i>Minimum years</i>	<i>Maximum Years</i>	<i>Minimum Semesters</i>
Undergraduate	146	4	7	8
Graduate	66	2	5	4
	36	1.5	4	3
MS/M.Phil.	30	1.5	4	4
Ph.D.	18+ 30	3	8	6

### Important Instructions for all Degree Programs

Students who do not meet the minimum duration (in terms of years and semesters) will be required to re-register for at least one course to fulfill the requirement.

Students who do not meet the minimum duration (in terms of years and semesters) will be required to re-register for at least one course to fulfill the requirement.

Students who exceed the maximum permitted duration will be required to seek re-admission (as per the IoBM Policy) to continue their degree program.

The freezing period (maximum two semesters) is included in the maximum duration, and no further extension will be allowed. In case student not registering in 3 semesters (whatever the reason) during their program cycle, the admission will be stand cancelled.

#### For Undergraduate

- Muslim students are required to take Understanding of the Holy Quran I & Understanding of the Holy Quran II (1 credit hour each) during the summer semester.
- Non-Muslims students will take a suitable 2-credit-hour General Education course in place of Understanding of the Holy Quran, as approved by the Institute's statutory bodies

#### For Ph.D.

- Students' coursework, comprehensive examination, and research proposal must be completed within 3 years
- The comprehensive examination can only be attempted twice and passing marks are 60%

- Required minimum CGPA for
- Degree Completion is as under
  - Undergraduate Programs: CGPA of 2.5
  - Masters Programs: CGPA of 3.00
  - MS Programs: CGPA of 3.00
  - Ph. D Programs: CGPA of 3.00

***Required CGPA at Degree Completion***



- Completing the required number of courses and credit hours.
- Clearance of financial dues
- Other requirements set for the degree as per catalogue/any official communication

***Degree Completion Requirements***





## 1.9 Gold Medal and Merit Certificate Policy

# Turning Achievement into Applause -Convocation & Merit Rules

## Process of attending Convocation

To become eligible for the Convocation, students who have completed all degree requirements must apply for clearance by emailing to [masood.hassan@iobm.edu.pk](mailto:masood.hassan@iobm.edu.pk) keeping in cc [humayun.baig@iobm.edu.pk](mailto:humayun.baig@iobm.edu.pk)

Once the clearance process is completed, students will receive an email from Mr. Humayun Baig on their official student email address regarding their convocation attendance.

If a student chooses not to attend the convocation, they may apply for a refund of their security deposit by submitting the clearance form to the Finance Department to collect the cheque.

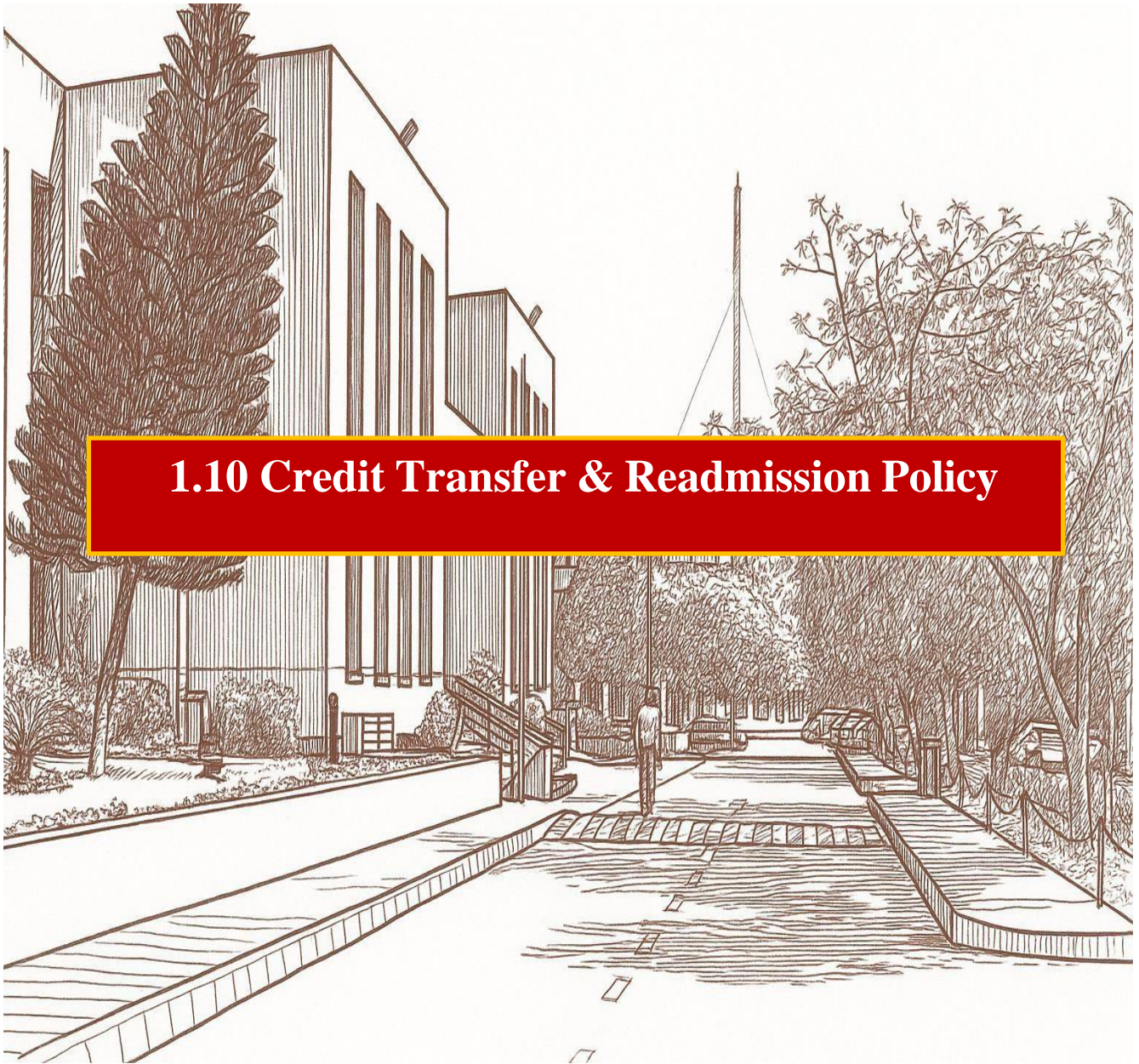
If the student plans to attend the convocation, the security deposit will automatically be adjusted against the convocation fee. However, transfer students are required to pay the convocation fee separately.

### Criteria for the Gold Medal and Merit Certificate

- Semester freeze and semester break excluding summer is not acceptable
- Repeat courses including D and F grades are not acceptable.
- A minimum CGPA of 3.60 for Bachelors, 3.70 for Masters, 3.75 for MS/MPhil, and 3.80 for PhD with the highest honors and ranked as a top student in the program.
- In the case of Masters after Bachelors students, overall performance, duration, and CGPA would be counted.
- Semester freeze/break excluding Summer is also not acceptable between two programs
- hatStudents may avail the pass option in only one course in the Spring Semester 2020. However, in Summer 2020, pass option is not allowed
- Students must be registered for the convocation
- Students must not have any disciplinary punishments
- Timely completion of the degree program as per the table shown below and summer after the last regular semester is also not allowed:

<i>Programs</i>	<i>Credit Hours</i>	<i>Courses</i>	<i>Duration in Years</i>	<i>Regular Semester</i>
All Undergraduate Programs	146	48	4	8
	66	24	2	4
	36	18/20	2	4
	36	12	1.5	3
All MBA Weekend/Evening/ Specialized Programs	108	36	3.5	10
	72	24	2	6
MS and MPhil	30+2	8+ Research thesis	1.5	-
Ph.D.	48+2	6+ Research thesis	3	-





**1.10 Credit Transfer & Readmission Policy**

# **Rules Governing Credit Transfer and Readmission**

## **Policy and Procedure for Transfer of Credit Hours**

Students desiring credit transfer in a specific degree program will be required to submit application along with their transcripts and course outlines/descriptions soon after their admission formalities have been completed. The request for transfer of credit hours will be reviewed if the previous program was incomplete and courses were done during the last 3 years. The Credit Equivalent and Transfer Committee (CETC) will examine such cases and decide accordingly, keeping in view the following:

- All requests must be for the same level of program. Courses completed in Bachelor's program cannot be considered for Master's program
- The credit hours will not be considered from program which has been completed and the student has been graduated.
- Transfer applications can be submitted once and at least two weeks before commencement of the first semester, late applications for transfer of credits will not be considered nor will any second application will be accepted.
- Students will be required to submit the application along with course outlines and an official transcript
- Students must have secured B+ or better grade as per the IoBM grading plan in each course meant to be transferred and the course title /outline must match with IoBM course plan. However, the decision of the subject specialist or Credit Equivalent and Transfer Committee (CETC) will be final.
- The Committee has the right to reject any course or an application
- Maximum of 3 courses can be transferred in PhD programs
- Maximum of 4 courses can be transferred in MPhil/MS programs
- Maximum courses of two semesters can be transferred in Bachelor's / MBA Programs from highly reputed and HEC recognized institutes of Pakistan and abroad. However, each case will be reviewed separately, and the decision will be taken considering the grades and the reasons for the transfer.

## **Re-Admission and Continuation Policy**

- Students who stop attending classes at the Institute, for any reason, without informing the concerned authorities about their absence for more than one semester, their admission shall be suspended.
- Admissions can be deferred for maximum of two semesters with justification and approval of the Executive Director
- Admissions. Any relaxation not beyond two years is subject to approval of Executive Director Admissions.
- Students who complete their Bachelor program from IoBM are eligible to register for MBA if there were no any disciplinary issues. However, if Security Deposit has been withdrawn, candidates may apply for restoration of admission to office of the Executive Director.
- Students dropped due to below good standing (for Master's program below 2.5 CGPA and for Bachelor's below 2 CGPA) may also apply for re-admission and to qualify both the entry test and interview.
- Students dropped out from the Institute for any reason will not be considered for enrollment as an external candidate

- On successful completion of readmission process in undergraduate and graduate program: the degree/transcript section will consider transfer of previous courses completed in IoBM based on grades and their relevancy.
- A MPhil or a PhD student dropped due to below good standing / time barred or absent for more than two years and CGPA is below 3.00, may also apply for readmission and to qualify both the entry test and Interview.
- After readmission, the student will follow current program structure and obsolete courses will not be considered. However, the Program Head and OGS Office may recommend transfer of previous courses having minimum C+ grades to degree/ transcript section for consideration



**1.11 Examination Policy**

## Scoring Success: The Grading Guide

Your performance is tracked throughout the semester from surprise quizzes and mid-term exams to assignments, reports, and presentations all wrapped up with the final exam. Your grades reflect how well you've done across it all!

Grade	Marks	Grade Points
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	<60	0.00

### I grade Policy

Students who miss the final exam due to a valid reason (illness, family emergency, or official duty) may apply for an 'I' Grade with supporting documents.

Conditions:

- Absences within allowed limit
- Minimum 60% marks in previous exams
- Rs. 1000 processing fee per course

Must score 60% or above in the 'I' Grade final exam otherwise, it converts to 'F'

### Weightage Policy

Students who miss an hourly exam due to a valid reason (illness, family emergency, or official duty) may apply for weightage with supporting documents.

Conditions:

- Absences within allowed limit
- Minimum 60% marks in final exam
- Rs. 2000 processing fee per course

### Rechecking Policy

Students may apply for rechecking of final exam or term project after results are announced.

Conditions:

- Attendance within allowed limit
- Minimum 60% marks in hourlies/midterm & final exam
- Rs. 1000/- fee per course

## **Grade Improvement Policy**

Students with CGPA below 2.5 (Undergraduate) or 3.0 (Graduate) may improve grades by reappearing in a course. Attendance exemption applies if at least C- (UG) or C (PG) was earned.

Students will reappear in hourlies/midterm (30 marks) and final exam (40 marks).

New grade will be based on marks out of 70; the higher of the old or new grade counts toward CGPA.

Only courses with grades C, D, or F may be repeated once (exception by Dean/Rector). Credit hours count only once



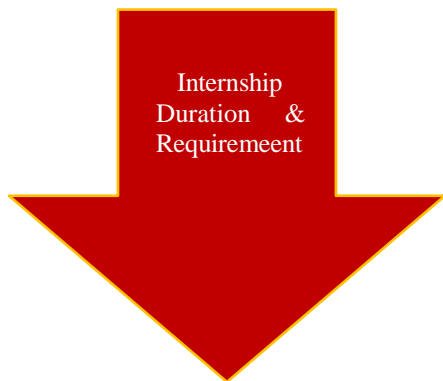
## 1.12 Internship Policy

# Experience Starts with Internship

*Your Roadmap to Internship Rules & Readiness*



- 1) Undergraduate students are eligible for internship after completing six semesters (90 credit hours).
- 2) Students must have a CGPA of 2.5 or above and no disciplinary record.
- 3) Students must be registered for the Internship Course in the semester of placement.



The internship must be of 6–8 weeks (minimum 240 working hours).

Each student must submit:

- 1) Internship Application Form (approved by the department).
- 2) Joining Letter from the host organization.
- 3) Internship Report and Evaluation Form (signed by supervisor).
- 4) The internship report is then submitted to HoD of the relevant domain for checking and awarding of grade.





## 1.13 Apprenticeship

## Go Beyond Learning - Start Doing

Combining higher education with real-world work experience, the Apprenticeship Program at IoBM-CBM bridges the gap between classroom learning and professional practice. For BS Entrepreneurship students, it's not just about observing businesses it's about building them. During this period, students work with startups, small businesses, or innovation-driven organizations to experience firsthand the challenges and opportunities of entrepreneurship. The apprenticeship bridges academic learning with professional practice, preparing students to lead, innovate, and launch their own ventures with confidence.

At IoBM-CBM, apprenticeship is more than a degree requirement it is a transformative learning journey that connects entrepreneurial theory with real-world practice. BS Entrepreneurship students immerse themselves in dynamic business environments, gaining firsthand experience of how startups are built, scaled, and sustained. Student in 6<sup>th</sup> semester will do Summer Apprenticeship of 3 credit hours. Students will be connected with Entrepreneurial Ecosystem through collaboration with startups, incubated ventures at the Shahjehan S. Karim Incubation Centre (SSKIC), and partner organizations.

### *4 Components of Apprenticeship*



Employer Involvement



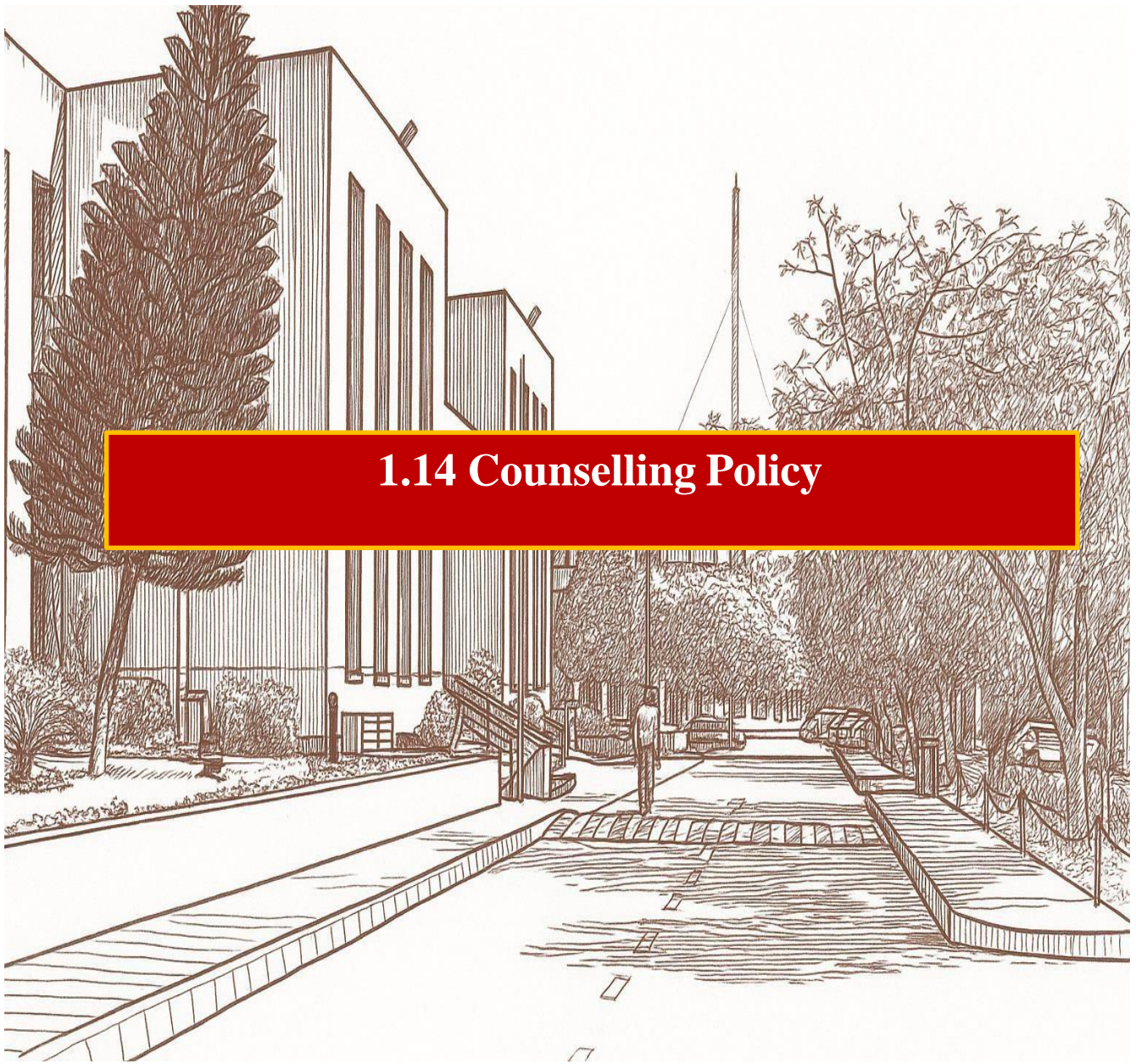
Structured on-the-Job Learning



Related instructions

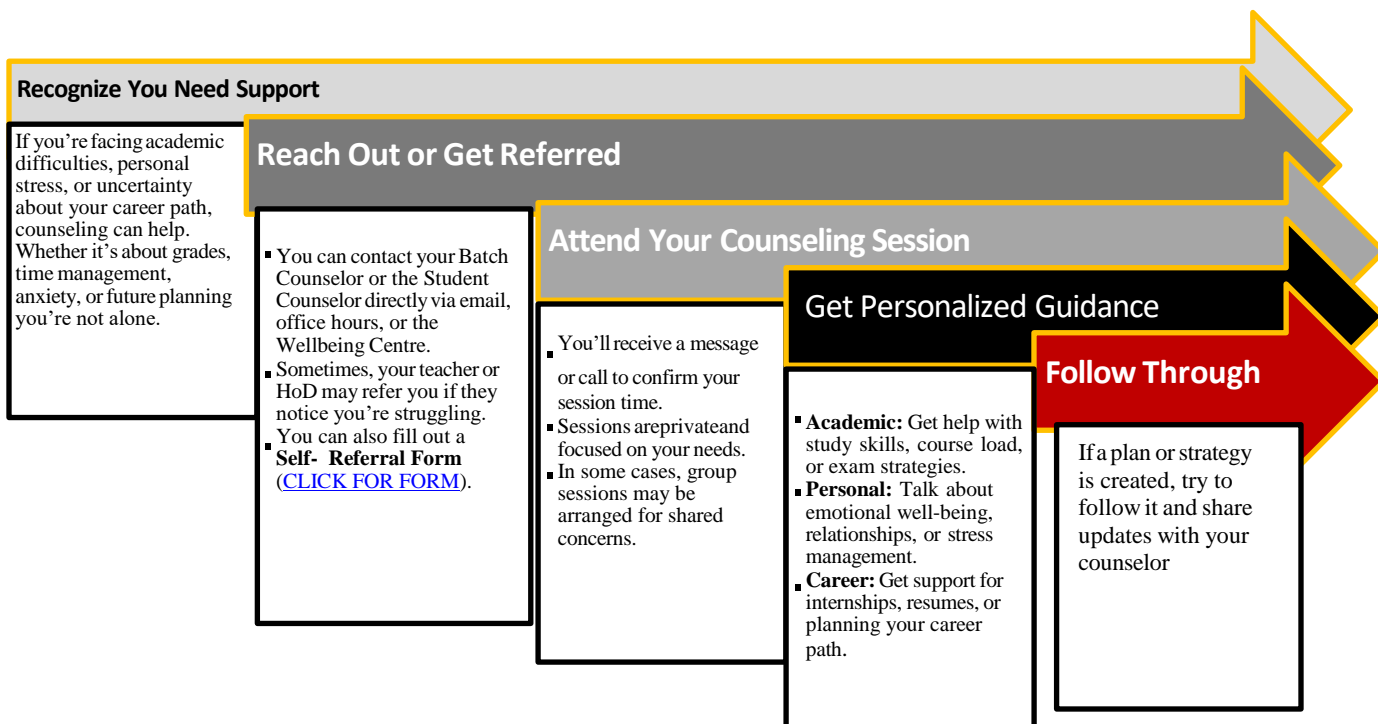


Reward of Skill Gains



**1.14 Counselling Policy**

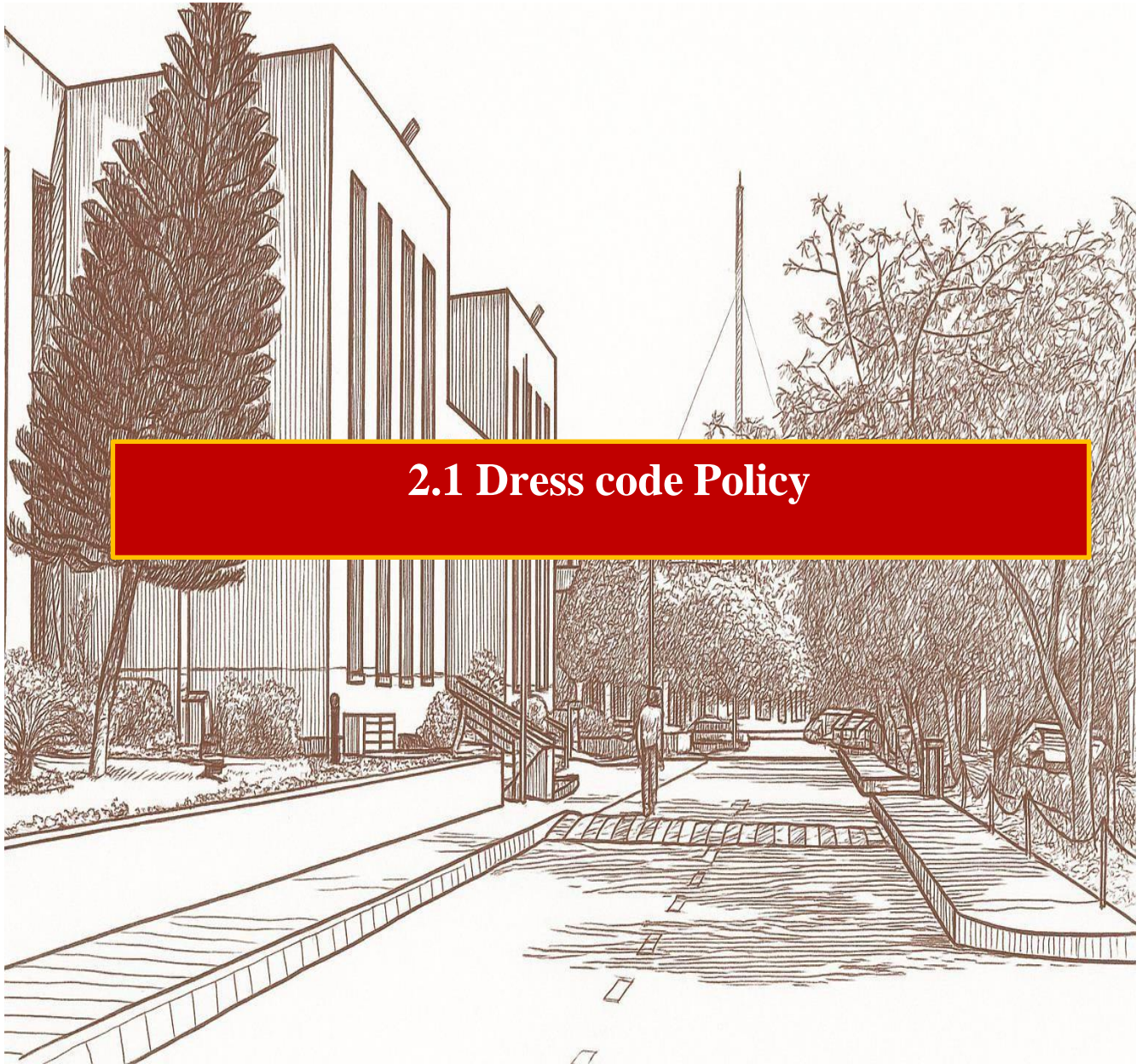
## Let's Talk It Out -Student Counseling Guide



Role	Responsibilities
<b>Student Counselor</b> - Ms Bushra Javed Ext 311	<ul style="list-style-type: none"> <li>Analyze academic data to identify at-risk students</li> <li>Maintain categorized student lists</li> <li>Organize and conduct counseling sessions</li> <li>Refer severe psychological cases to professionals</li> </ul>
<b>Batch Counselors</b> ( <a href="#">Click</a> )	<ul style="list-style-type: none"> <li>Monitor well-being of assigned students</li> <li>Identify academic or personal concerns</li> <li>Coordinate timely interventions with HoDs and Coordinators</li> </ul>
<b>Program Coordinators</b>	<ul style="list-style-type: none"> <li>Monitor program-level academic issues</li> <li>Recommend structural and curriculum reforms based on insights</li> </ul>
<b>HoDs</b>	<ul style="list-style-type: none"> <li>Oversee counseling at the departmental level</li> <li>Review reports and suggest improvements</li> </ul>



## **2. Code of Conduct**



## 2.1 Dress code Policy

# Our Dress Guidelines- Style with Sense

## Female students



At least mid-thigh shirts should be worn with pants ,although knee-length shirts are desirable and preferred

Tights to be worn only with closed slit long shirts, otherwise to be avoided

Only light make-up, jewelry and perfume is permitted

## Male Students



Only full-length trousers, jeans and shalwars are allowed

Dress shoes and shoes with back-strap are allowed

Male students are advised to maintain a proper hair-cut

## Off-Limits Attire

**Female**

Tucked in shirts with pants or jeans  
Ripped jeans are not allowed.  
Trousers and shalwar above ankles are to be avoided  
Clothes offensive in terms of cuts and style, or by way of messages printed on them are to be avoided

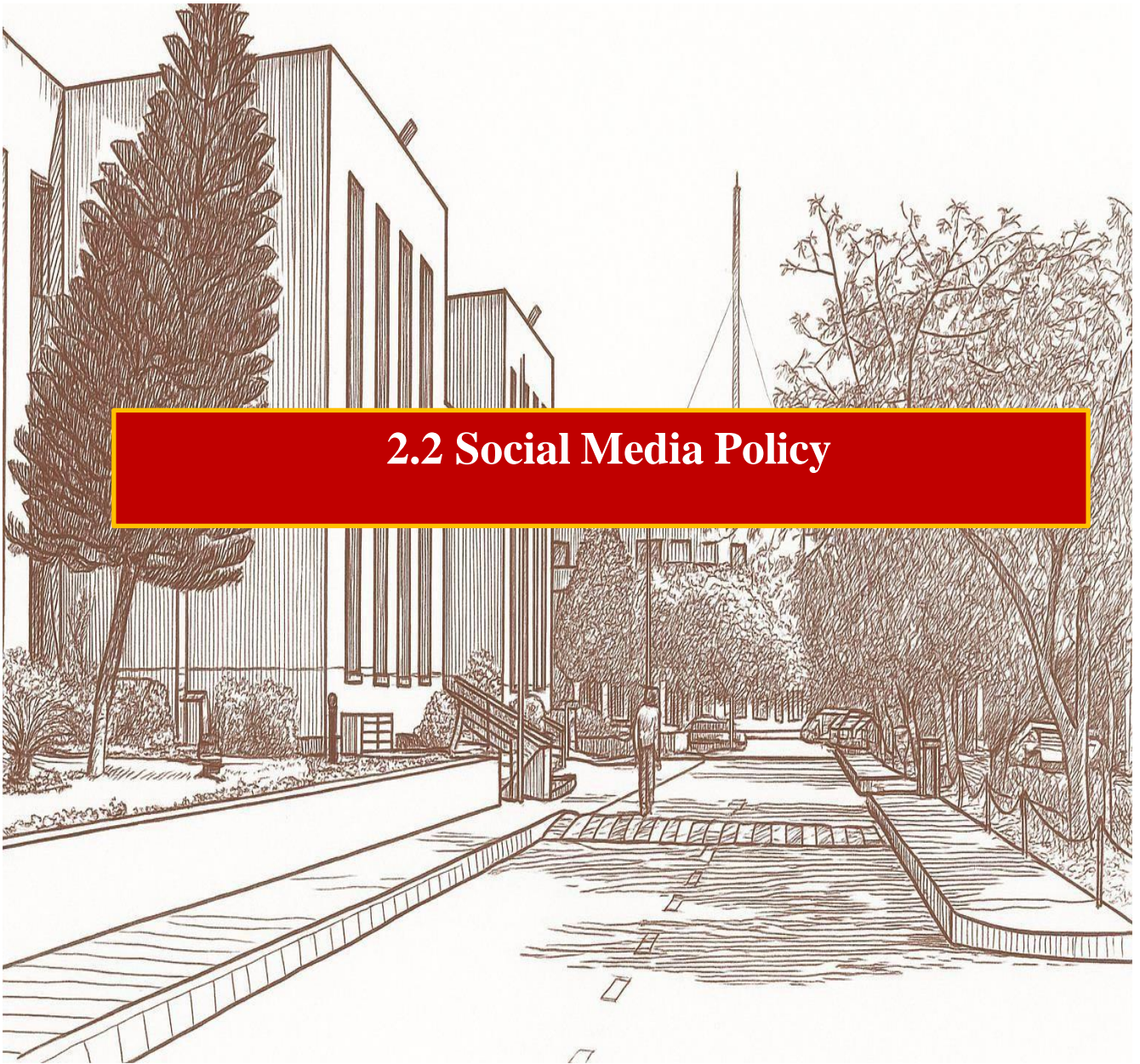
**Male**

Onlyfull-length trousers, jeans and shalwar are allowed  
Footwear: Slippers are strictly not allowed  
Offensive messages printed on shirts are not permitted.  
Ripped jeans are not allowed.

*All students are expected to wear their ID cards throughout their stay on campus.*

## **IoBM is a nonsmoking zone.**

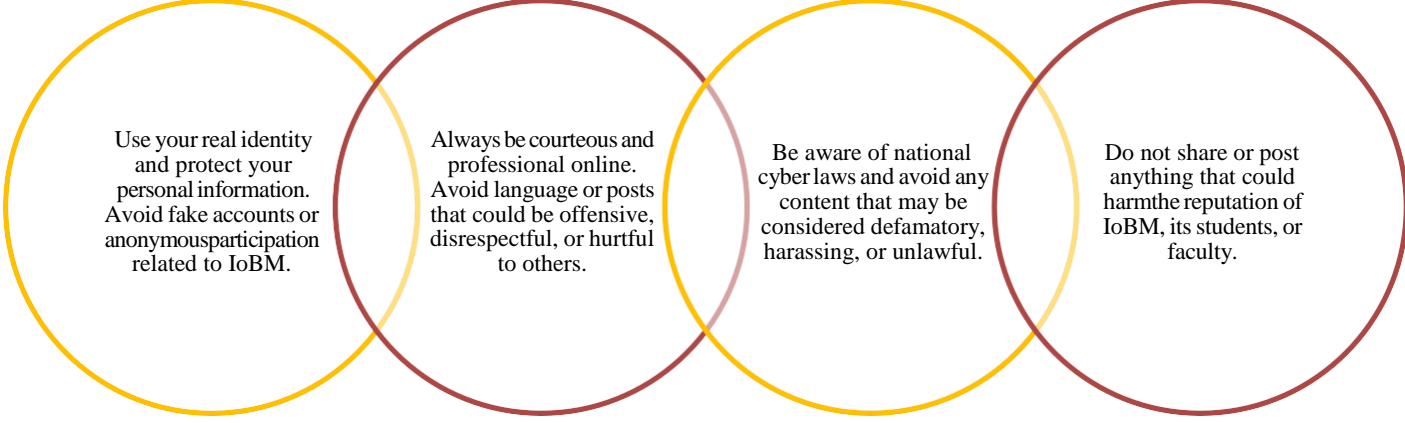
1. IoBM is a “NO SMOKING” campus therefore smoking (including e-cigarette, vape or any other such device) is not allowed anywhere within the campus including Students Parking Areas.
2. Possession of any such material will also imply as “SMOKING” and the material/item/device will be confiscated. Use of any kind of drugs/narcotics or association with person(s) using or involved in drug use/trafficking may result in rustication of students from the Institute.
3. Weapon/ammunition and/or knife/dagger or any other harmful apparatus/substance etc are strictly not permitted in the campus. Students having security guards with them must inform security staff and disembark security guards at the entry point.



## 2.2 Social Media Policy

## Digital Decorum: Upholding IoBM's Values Online

Social media helps us share ideas, connect with others, and build communities. At IoBM, students are encouraged to use these platforms thoughtfully and respectfully. These simple guidelines are here to ensure that your online presence reflects both you and IoBM in a positive way.

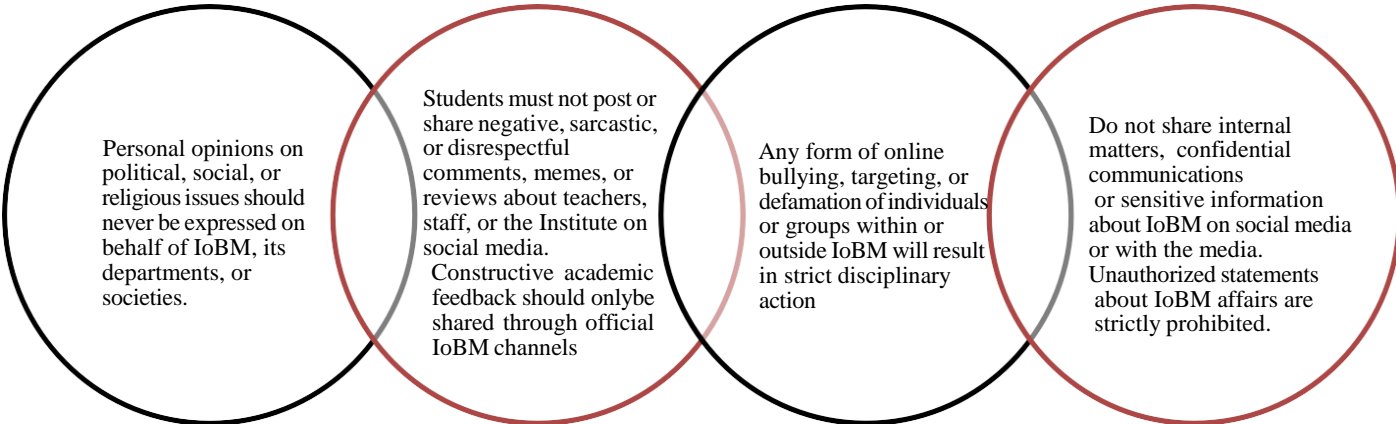


Use your real identity and protect your personal information. Avoid fake accounts or anonymous participation related to IoBM.

Always be courteous and professional online. Avoid language or posts that could be offensive, disrespectful, or hurtful to others.

Be aware of national cyber laws and avoid any content that may be considered defamatory, harassing, or unlawful.

Do not share or post anything that could harm the reputation of IoBM, its students, or faculty.



Personal opinions on political, social, or religious issues should never be expressed on behalf of IoBM, its departments, or societies.

Students must not post or share negative, sarcastic, or disrespectful comments, memes, or reviews about teachers, staff, or the Institute on social media. Constructive academic feedback should only be shared through official IoBM channels.

Any form of online bullying, targeting, or defamation of individuals or groups within or outside IoBM will result in strict disciplinary action.

Do not share internal matters, confidential communications or sensitive information about IoBM on social media or with the media. Unauthorized statements about IoBM affairs are strictly prohibited.

Do not use IoBM's name, logo, or visual identity without approval. Avoid posting discriminatory, false, or misleading content related to the Institute or its members.

Students must not post or share negative, sarcastic, or disrespectful comments, memes, or reviews about teachers, staff, or the Institute on social media. Constructive academic feedback should only be shared through official IoBM channels

IoBM reserves the right to request removal of content (from official or personal accounts) that may harm its image or integrity. Reported misconduct will be reviewed by MARCOM department and the case would further be taken by the Disciplinary Committee

Students may consult the **MARCOM Department** for clarification or approval before posting IoBM-related content.

**This policy may be revised periodically as needed by IoBM management.**



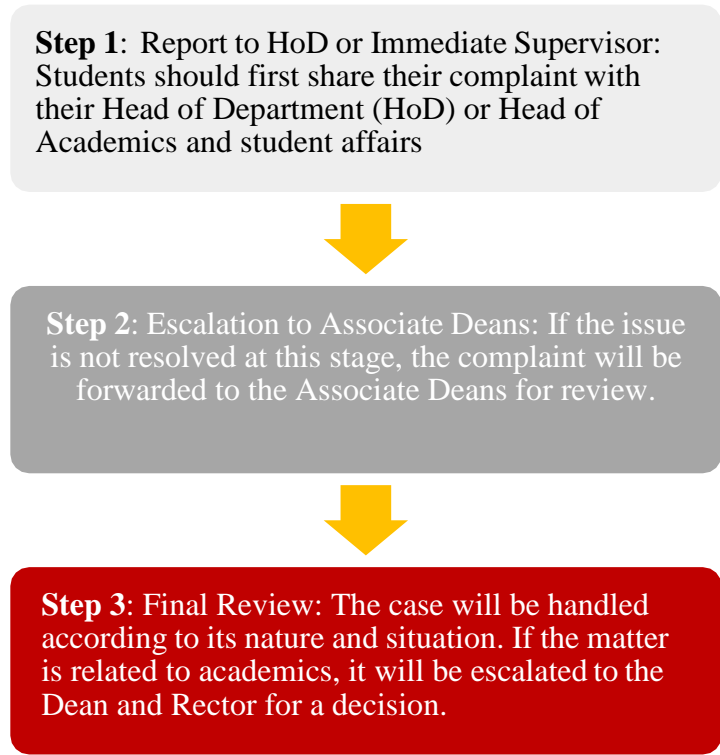


## 2.3 Grievance and Anti- Harassment Policy

## **Grievance Redressal Policy**

The Institute of Business Management (IoBM) in Karachi has established grievance redressal procedures for students, faculty, and staff. These procedures are designed to address concerns and complaints related to various aspects of university life, including academics, administration, and facilities. While the exact procedures may vary depending on the specific issue, IoBM generally emphasizes both informal and formal channels for grievance resolution.

### ***Process of Grievance Redressal***



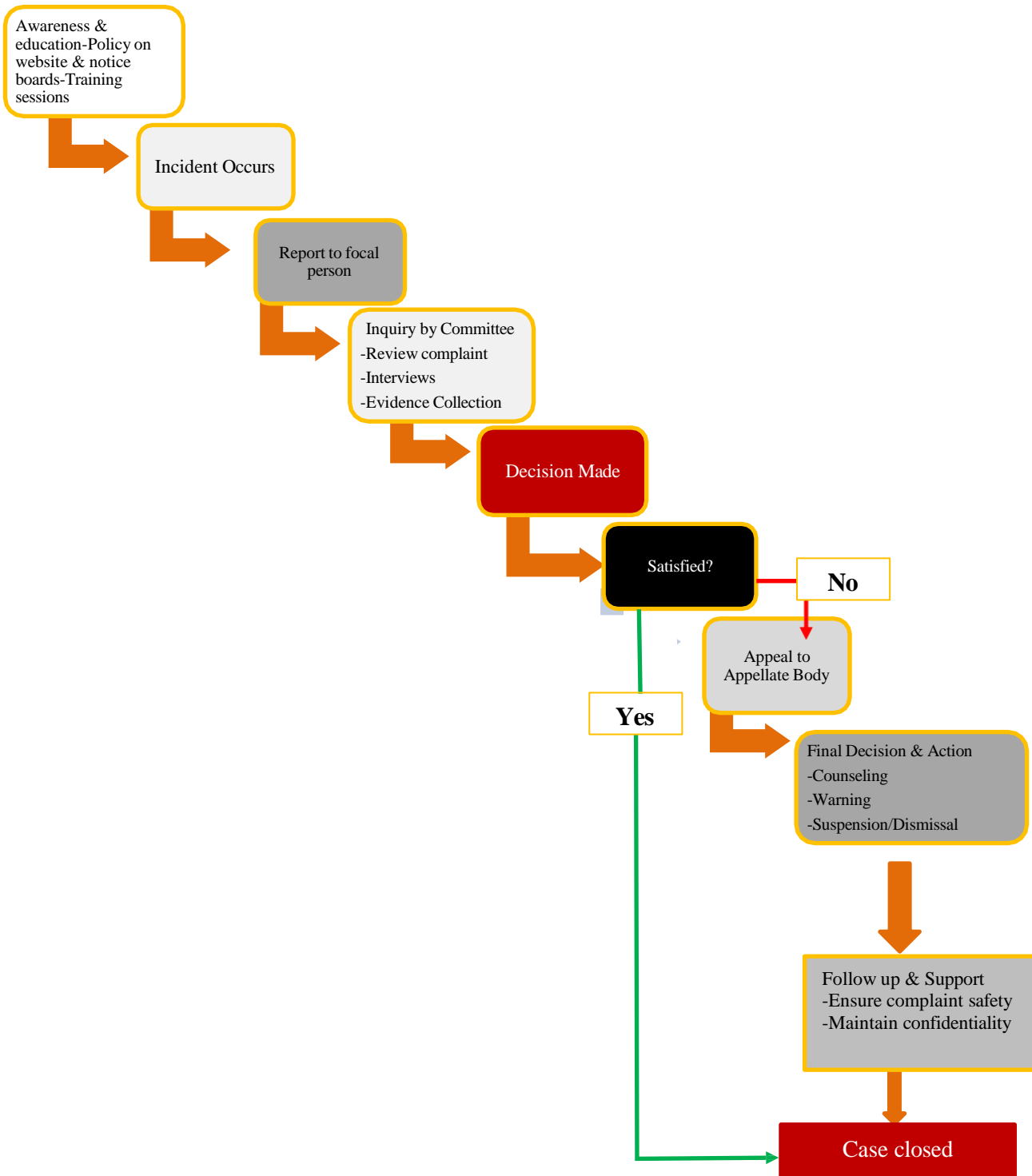
## Anti-Harassment Policy

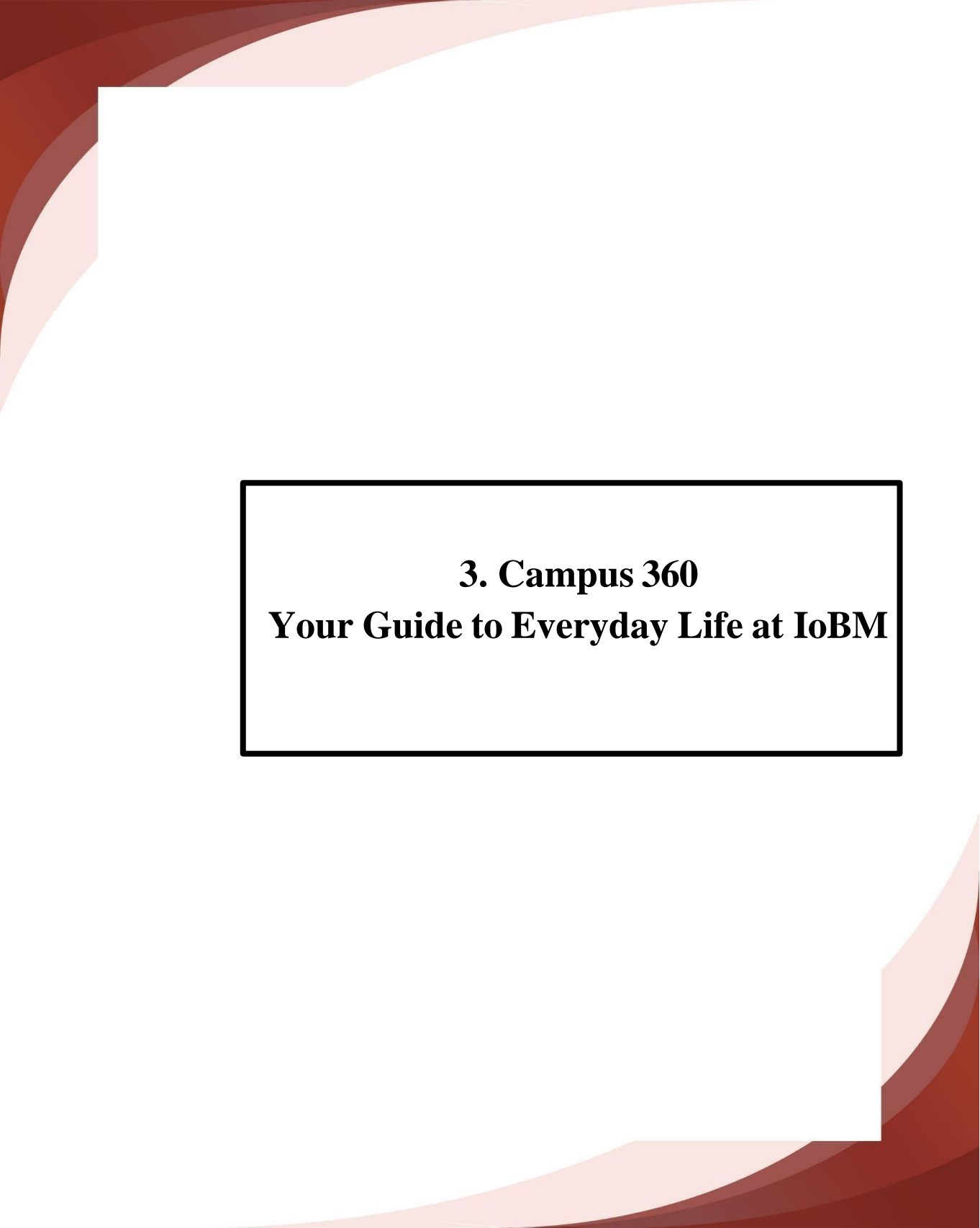
IoBM is committed to maintaining a safe, respectful, and inclusive campus. Guided by the *Policy on Protection Against Sexual Harassment in Higher Education Institutions*, we uphold dignity, equality, and respect for all. Harassment of any kind is strictly prohibited. Clear reporting channels and inquiry committees ensure that all cases are handled promptly and fairly. Details of Focal Persons, Inquiry Committees, and the Appellate Body are presented below:

### Committees Structured for Anti-Harassment Policy

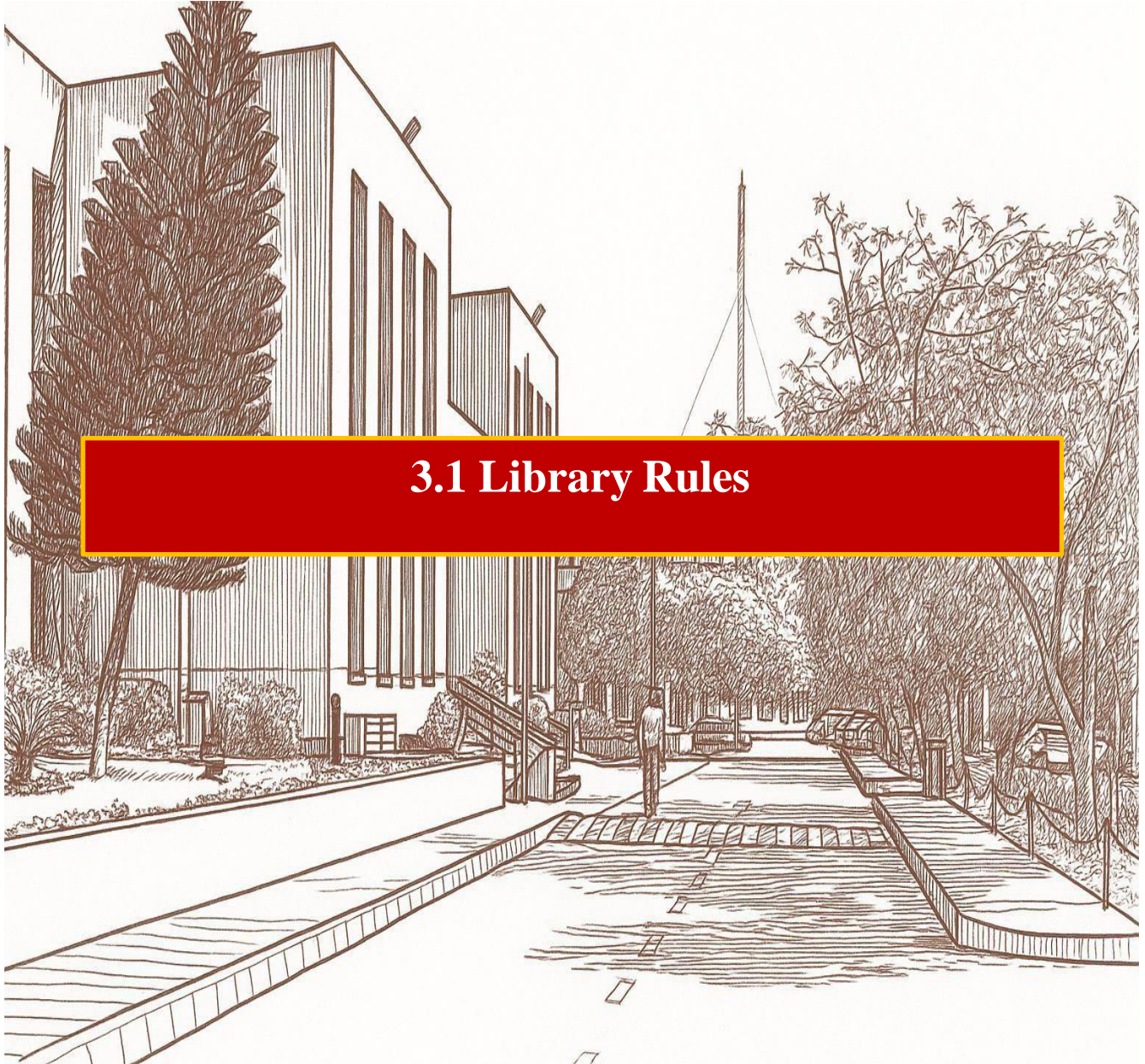
S.No	Name	Designation	Mobile Number / Office Number	Email
<b><i>Focal Persons</i></b>				
1.	Dr. Seema Ansari	Advisor to the Rector	0323 2307160 111-002-004-EX.-732	<a href="mailto:seema.ansari@iobm.edu.pk">seema.ansari@iobm.edu.pk</a>
2.	Ms Anjum Aziz	Proctor & Coordinator Sub-DC	0336 0401040 111-002-004 - Ext 517	<a href="mailto:anjum.aziz@iobm.edu.pk">anjum.aziz@iobm.edu.pk</a>
<b><i>Inquiry Committee Members</i></b>				
1.	Ms Rabia Sabri	HoD Academics and Student Affairs	03342245333/ 111-002-004-EX.-744	<a href="mailto:rabia.sabri@iobm.edu.pk">rabia.sabri@iobm.edu.pk</a>
2.	Muhammad Misbahuddin	Head of HR	03333686687 111-002-004- EX.- 382	<a href="mailto:misbahuddin@iobm.edu.pk">misbahuddin@iobm.edu.pk</a>
3.	Relevant Dean from Colleges	Dean CBM/ CCSIS/ CESD	111-002-004-Ext 227,Ext 278, Ext 701	<a href="mailto:muhammad.kashif@iobm.edu.pk">muhammad.kashif@iobm.edu.pk</a> <a href="mailto:dr.abbas@iobm.edu.pk">dr.abbas@iobm.edu.pk</a> <a href="mailto:nadia.ayub@iobm.edu.pk">nadia.ayub@iobm.edu.pk</a>
<b><i>Appellate Body</i></b>				
1.	Dr. Seema Ansari	Advisor to the Rector	0323 2307160 111-002-004-EX.-732	<a href="mailto:seema.ansari@iobm.edu.pk">seema.ansari@iobm.edu.pk</a>
2.	Hassan Irfan	Manager & HoD; Sports & Student Affairs	021-111-002-004 Ext: 333	<a href="mailto:hassan.irfan@iobm.edu.pk">hassan.irfan@iobm.edu.pk</a>

# Complaint and Resolution Process for Harassment Cases





**3. Campus 360**  
**Your Guide to Everyday Life at IoBM**



### 3.1 Library Rules

## Knowledge Corner: Know the Library Code



### Membership & Card Use

Submit a Library Membership Form to join.

Show your membership card when borrowing or returning books.

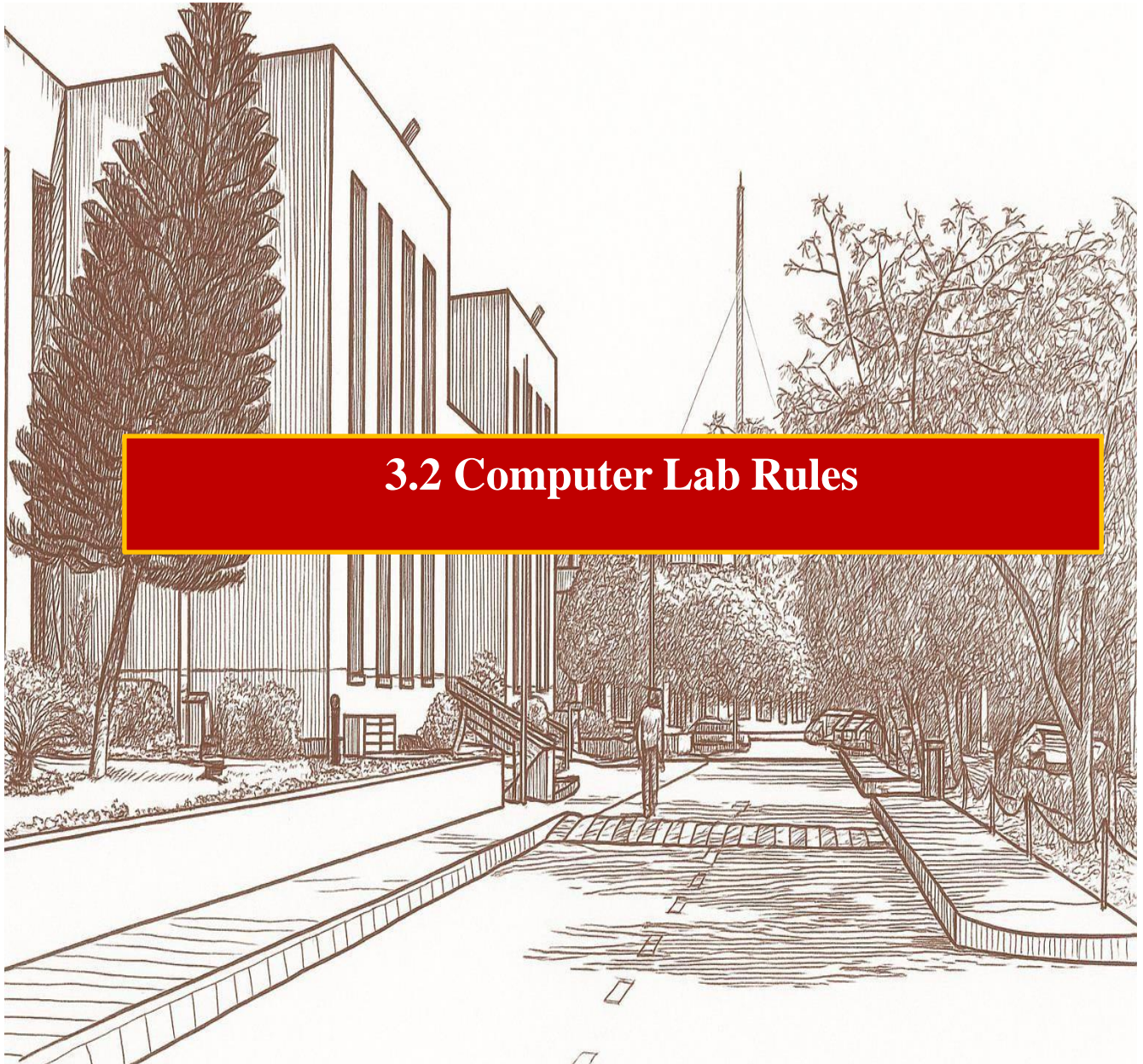
Card is non-transferable and must be returned for clearance at the end of your program.

Lost card replacement fee: Rs.100/-.



### Conduct & Use

- Borrow 2 books for 1 week (reissuable once)
- Overdue fine Rs.50/day
- Reference books, journals, and reports cannot be borrowed.
- Lost or damage books : current price to be paid.
- Removing a book without issuing: Rs 1000 fine and/or disciplinary action
- Mobile phone use prohibited (fine: Rs 500/-)
- Group discussion/meetings only in booked cubicles.



**3.2 Computer Lab Rules**

# Digital Discipline: The IoBM Lab Code

## Lab Timings & Access

Open Hours: 8:00 AM – 9:30 PM (Monday–Sunday) Labs are available for all CBM students on a first-come, first-served basis. Students are not permitted to enter labs during scheduled classes. Labs can be used for academic work, research, and printing purposes only.

## Software & System Usage

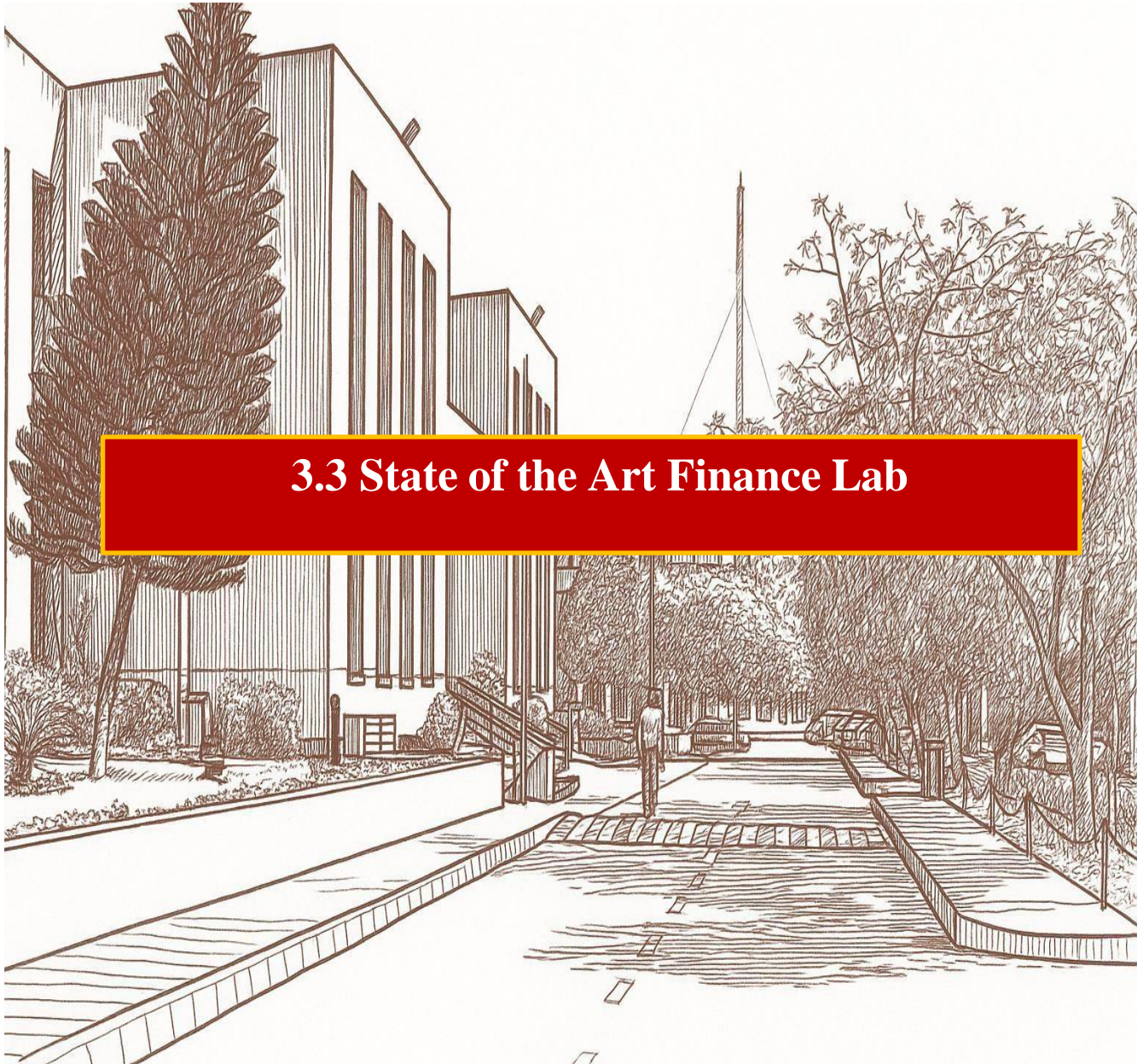
Installing or modifying any software or system settings is strictly prohibited. If additional software is needed for coursework, students must obtain written approval from the concerned faculty and inform the Lab Administrator in advance. Any unauthorized access, modification, or network interference will result in disciplinary action under IoBM's IT policy.

## Power Backup & Data Protection

Each workstation is backed by a 5-minute UPS power supply to protect against sudden outages. Students should save their work frequently and maintain backups on USB drives or cloud storage. The lab staff will not be responsible for any data loss due to power failure or system malfunction.

## Login & Account Policy

Each student is provided with a unique login ID and password for lab access. Use your own account only sharing credentials is not allowed. Log off after completing your session or if leaving your station for more than 15 minutes. For long-running academic tasks, inform the Lab Engineer to ensure data safety. Change your password at least once a month to maintain account security.



### 3.3 State of the Art Finance Lab

# CBM Finance Lab

## *Bridging Theory with Financial Reality*

**Welcome to CBM Finance Lab, your gateway to real-world financial learning!**

What makes this lab truly special is its exclusive access to Capital IQ Pro by S&P Global, a globally recognized financial data platform used by industry professionals. IoBM is proud to be the only university in Pakistan offering this premium tool, giving you the opportunity to explore live market data, conduct research, and experience hands-on learning just like finance experts do.

The lab is equipped with powerful software such as R, Python, SPSS, Stata, EViews, Power BI, and Tableau, helping you analyze data, visualize trends, and make informed financial decisions. Whether you're working on your thesis, completing assignments, or attending workshops, the Finance Lab provides the perfect environment to put theory into practice.

Looking ahead, the lab will feature a live stock ticker to simulate real-time trading and introduce industry-led certification programs for students and faculty. Research cells focusing on ESG, Islamic Finance, and FinTech will further enhance opportunities for innovation and impactful learning.



To ensure availability, students must submit an email request a minimum of two days in advance before accessing the Finance Lab

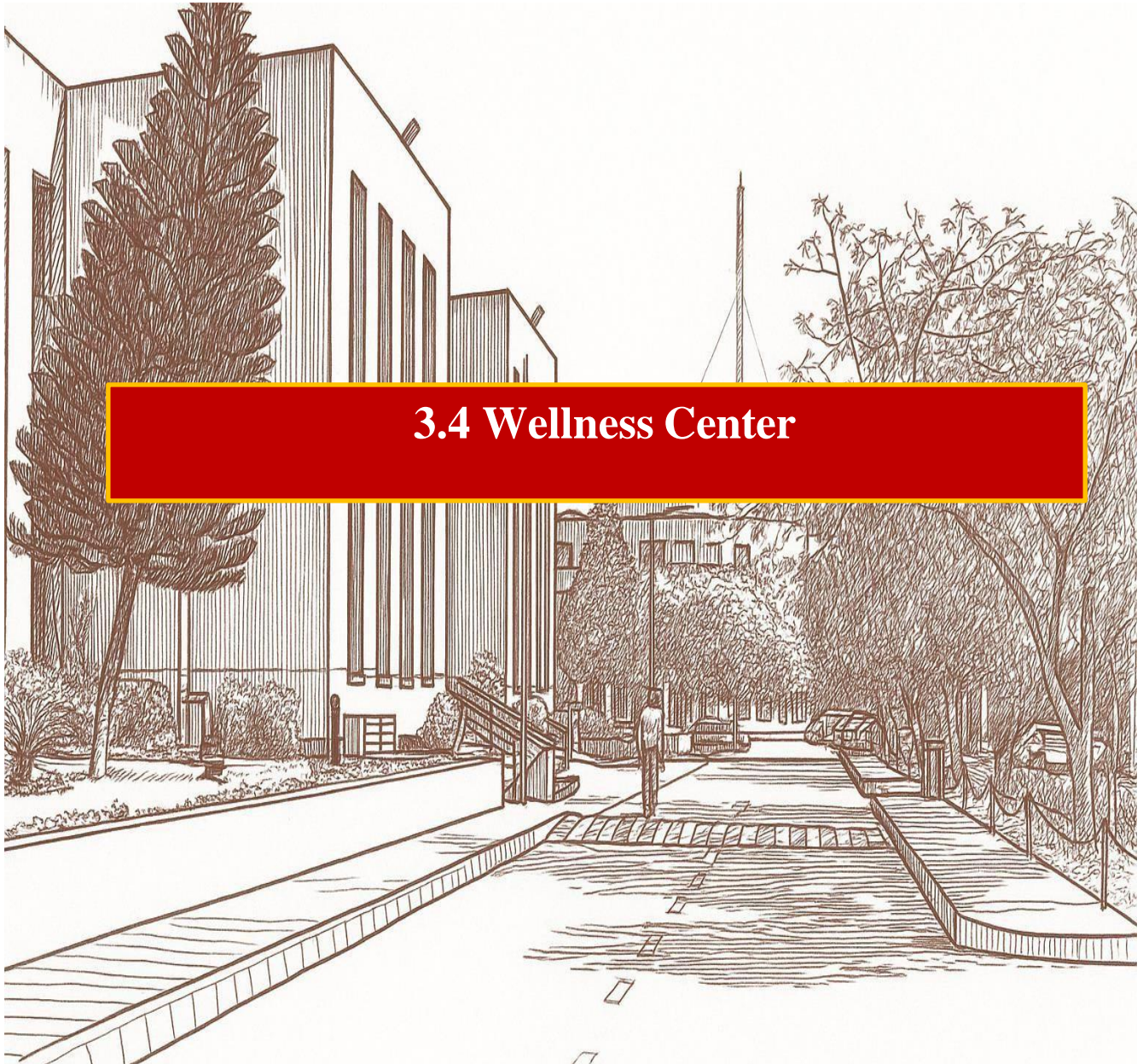
**Rabia Sabri**

[rabia.sabri@iobm.edu.pk](mailto:rabia.sabri@iobm.edu.pk)

or

**Dr. Ali Faisal**

[ali.faisal@iobm.edu.pk](mailto:ali.faisal@iobm.edu.pk)



### 3.4 Wellness Center

# Your Well-Being Matters — Step into the Wellness

*IoBM Wellness Center*

The IoBM Wellness Center is here to support your mental and emotional well-being. College life can be exciting but also challenging and we want you to know that help, care, and guidance are always within reach. Our goal is to help you succeed, grow, and feel your best by providing support for your psychological, emotional, social, and behavioral concerns.

## *What We Offer*

- **Face-to-face counseling:** Talk confidentially with a professional counselor about what's on your mind.
- **Online counseling:** Get support from the comfort of your space safely, privately, and anonymously.

## *Our Mission*

- Raising awareness about mental health.
- Reducing the stigma around seeking help.
- Promoting emotional well-being and self-care practices.
- Recognizing early signs of mental distress.
- Building self-esteem, confidence, and resilience.
- Helping you manage stress effectively and live positively.

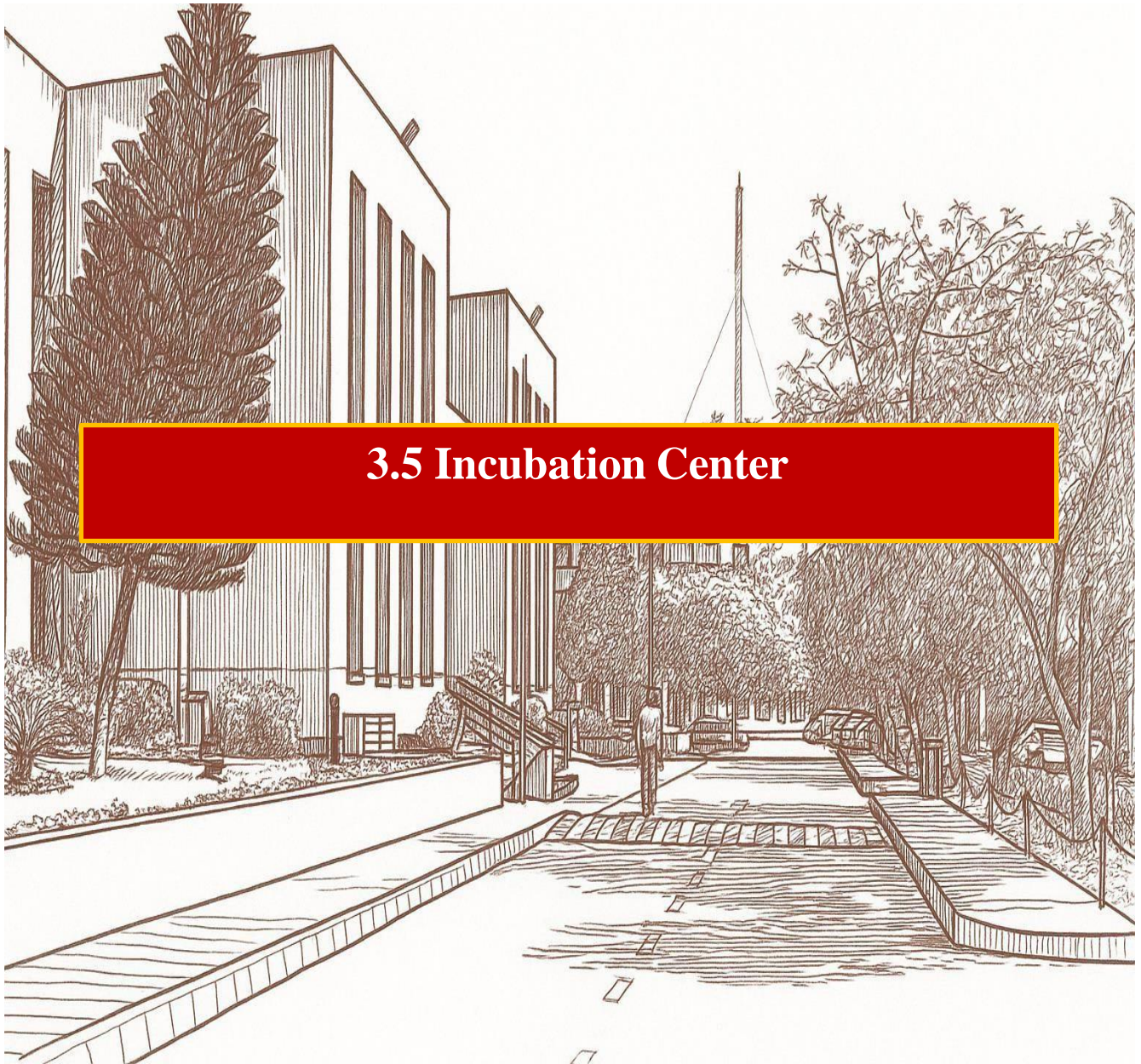
## *How It Works*

- To get started, simply complete a short **online screening questionnaire** that helps us understand your emotional state and what kind of support might work best for you.
- Once you complete the questionnaire:
- You'll receive an **email** with your **appointment date and time** with IoBM's Mental Health Counsellor.
- Your counselor will then guide you through the next steps to get the right kind of support.

**Profile of Mental Health Counsellor** Dr. Zeenat Pasha is a Clinical Psychologist with a Doctor of Psychology (PsyD) from California Southern University and a Master's in Psychology (Clinical Focus) from Nova Southeastern University, Florida. She is registered with both PPA and APA. Dr. Pasha brings over 10 years of international telehealth experience with adult populations and 7 years as Head of Counselling at Indus Academy, supporting adolescents. Her counselling approach blends Eastern wisdom with Western evidence-based practices to promote holistic healing. She specializes in helping students manage stress, exam pressure, relationships, anxiety, and emotional wellbeing. At IoBM, Dr. Pasha leads the Wellness Center, offering confidential counselling, contemplative practices, and crisis support in a safe space where students can explore their authentic selves.

**Start Your Wellness Journey**

<https://form.jotform.com/230461121261036>



**3.5 Incubation Center**

# Incubation Center- Fostering Innovation & Entrepreneurship

At CBM-IoBM, we believe that innovation and entrepreneurship are key drivers of progress. The CBM-IoBM Incubation Center provides a dynamic platform for students, alumni, and young innovators to transform their creative ideas into successful business ventures. The Center supports entrepreneurial growth through **mentorship, training, networking, and access to resources** that help aspiring entrepreneurs move from concept to launch.

## *Our Mission*

To cultivate an entrepreneurial mindset within the community by fostering innovation, creativity, and practical business development.

## *What the Centre Offers*



**Mentorship & Guidance:** Personalized support from CBM-IoBM faculty, industry experts, and successful entrepreneurs.



**Workshops & Training:** Hands-on learning on business modeling, pitching, marketing, and startup management.



**Workspace & Resources:** Access to collaborative spaces, meeting rooms, and essential facilities.



**Networking Opportunities:** Connection with investors, corporate partners, and the entrepreneurial ecosystem.



**Funding Support:** Assistance in identifying and securing early-stage funding or seed grants.

## ***Startups Incubated by CBM-IoBM***

IoBM's incubation program has successfully run four startup cohorts so far. Each cohort provides structured support to early-stage startups, including mentorship, training, networking, and access to resources. These cohorts serve as a platform for aspiring entrepreneurs to develop and scale their business ideas, with each cohort representing a new batch of innovative startups nurtured under the IoBM Incubation Centre.

IoBM has already **hosted 4 exciting startup cohorts**, helping young entrepreneurs turn ideas into real businesses

Cohort 1 <https://incubation.iobm.edu.pk/startup-cohort1/>

Cohort 2 <https://incubation.iobm.edu.pk/startup-cohort2/>

Cohort 3 <mailto:https://incubation.iobm.edu.pk/startup-cohort-3/>

Cohort 4 <https://incubation.iobm.edu.pk/startup-cohort-4/>

### **Join the Journey**

If you have an idea that can make a difference, the CBM-IoBM Incubation Center is your launchpad. Let's innovate, collaborate, and create ventures that contribute to a better future.

For more information visit  
<https://incubation.iobm.edu.pk>





### 3.6 Alumni Privileges

# **Keeping Bonds Beyond Graduation**

## *Alumni Affairs*

IoBM takes great pride in its vibrant and expanding alumni community, which now exceeds 15,000 graduates across diverse disciplines. Among them, over 5,000 alumni have successfully completed their undergraduate and postgraduate degrees from the CBM, contributing to industry, academia, entrepreneurship, and public service. IoBM's alumni network has a global presence of more than 1,500 members spread across key regions, including the Middle East, Europe, North America, and Southeast Asia.

### ***How Alumni Feel Connected***

- reunion dinners,
- networking luncheons, and
- international community-building efforts
- IoBM Alumni Talk Series
- Lessons for Leaders Program
- IoBM Alumni Cycling Club
- Alumni Baithak- Talks
- Naach Na Jaanay-Talks

### ***Alumni Achievements and Global Recognition***

IoBM alumni have made significant contributions globally ranging from entrepreneurship to leadership in corporate and public sectors. Graduates have been selected for prestigious international programs such as the Stanford University Conference, while others have achieved entrepreneurial success, raising USD 4.5 million in startup funding.

The feature series “*IoBM Alumni: Their Stories, Our Success*” showcases these accomplishments, celebrating alumni who have brought distinction to their alma mater through innovation, research, and service. These stories serve as a source of inspiration for current students, demonstrating the global impact of IoBM's educational philosophy.

## *Steps to Get Alumni Card*

Follow this link <https://alumni.iobm.edu.pk/steps-to-apply/>

**1**

### Step 1

Click on the "Apply Now" button.

**2**

### Step 2

Click on "Add to Cart".

**3**

### Step 3

Click on "Proceed to Checkout"

**4**

### Step 4

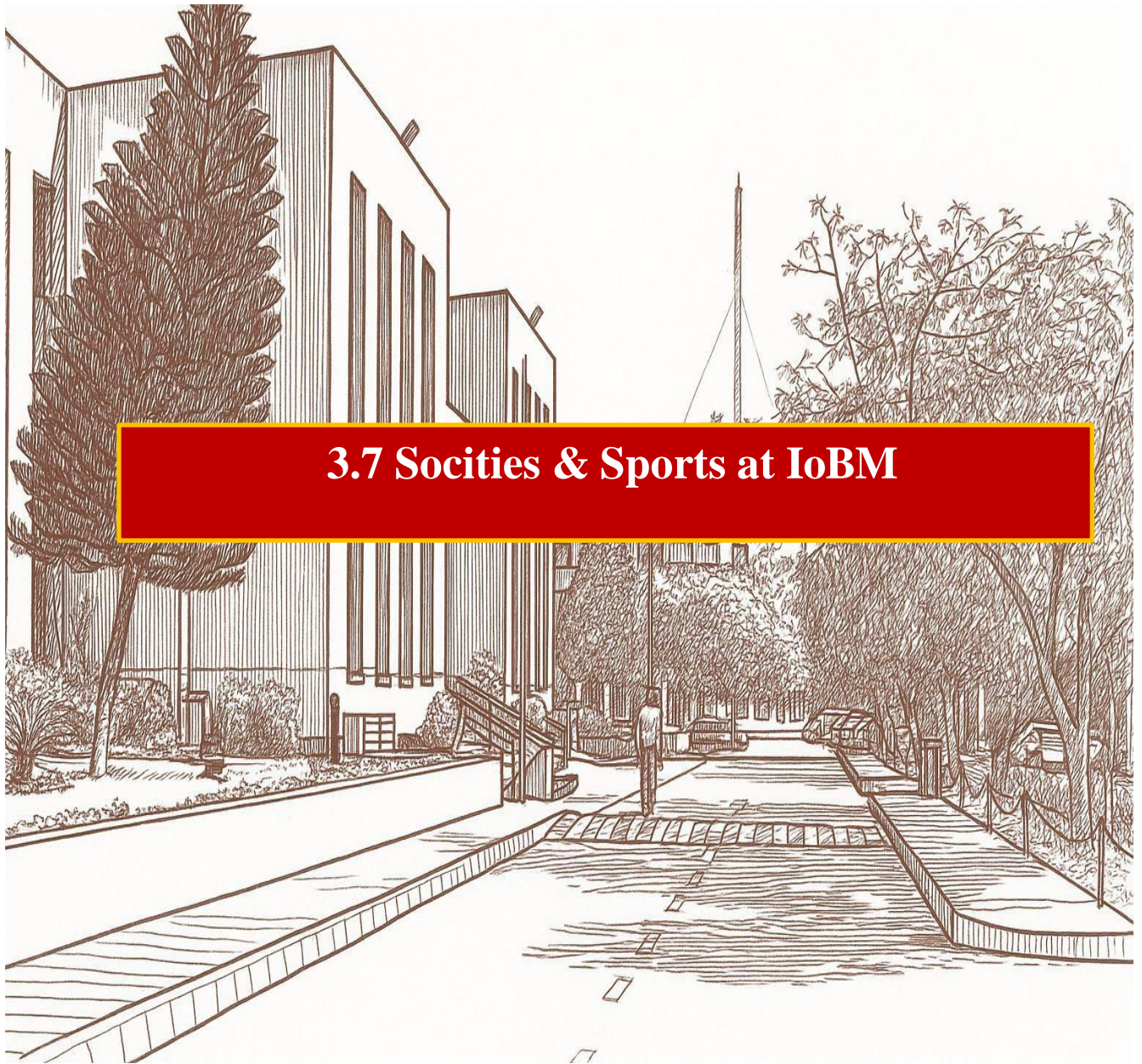
Fill out the Registration Form carefully and click on "Place Order"

**5**

### Step 5

Enter your payment details and complete the payment.

**Are you looking forward to knowing about exclusive perks IoBM offers for Alumni click on this link <https://offcampus.iobm.edu.pk/>**



### 3.7 Socities & Sports at IoBM

## The Vibrant Side of IoBM: Sports & Societies Leading the Way

At IoBM, campus life is all about energy, creativity, and connection! The Department of Sports and Student Societies keeps the vibe alive with sports, events, and student-led activities that go beyond textbooks. It's where you build confidence, teamwork, and leadership skills while having a lot of fun along the way. From CBMUN and Green Day to drama fests, bake sales, business challenges, and adventure trips, there's always something happening. Many of these events even reach national and international levels! Each society is guided by a dedicated faculty advisor and a dynamic team of student leaders who plan workshops, talks, and exciting campus festivals. So jump in, try something new, and make your IoBM experience unforgettable!

### List of Societies

Entertainment Plus Society (EPS)	Digicon Informatics Society (DIS)
Finance Society	Egalitarians (Economics Society)
IoBM Club of Entrepreneurs (ICE)	Mathematics Society
Literary & Public Speaking Society (LPSS)	Media Society
Sports Society (Vanquishers)	Social Welfare and Trust (SWAT)
Dialogue Society	Society of Eglence & Technologies (SET)
Marketing Society	Strategic and Human Resource Society (SHRS)
Sustainable Living Society (SLS)	



## **Student Society**

Each society is led by a Faculty Advisor (a senior faculty or management member) and a team of student office bearers.

### **Positions include:**

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Webmaster

For more info visit  
<https://iobm.edu.pk/student-societies/>

## **Selection Criteria**

Faculty Advisors nominate students based on academic performance, active involvement in society and demonstrated leadership qualities. The process also evaluates teamwork, communication skills and problem-solving abilities through interviews and assessments.

## Sports and Recreational Facilities

### Table Tennis

Perfect for fast-paced, fun games, our Table Tennis tables are a great way to challenge friends or practice your reflexes. A perfect game for all ages and skill levels.



### Snooker

Relax and unwind in our Snooker area. Whether you're an expert or a novice, the game offers a great opportunity for socializing and enjoying precision-based competition.



### Ludo and Table Football

Our indoor recreational space includes classic games like Carrom, Ludo, and Chess, offering students a relaxed and enjoyable break from their academic routine. These games foster friendly competition, strategic thinking, and a strong sense of community on campus.



### FUTSAL

Our state-of-the-art Futsal Court provides the perfect space for fast-paced, small-sided matches. Ideal for practice or competitive play, the court is always ready for action whether you're honing your skills or competing in a tournament.



## **Badminton**

Whether you're playing solo or with a friend, our badminton courts are perfect for enjoying fast-paced action. It's a great way to get active, improve your agility, and have fun while staying fit.



## **Squash Court**

For the squash enthusiasts, our Squash Court offers a high-intensity workout while improving agility, endurance, and hand-eye coordination.



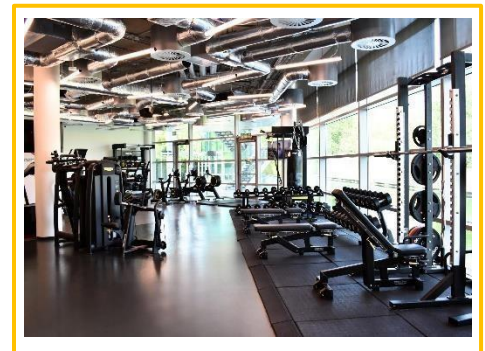
## **Basketball**

A dynamic and energizing sport, basketball is played on a court where speed, skill, and teamwork come together. It's a thrilling way to stay active, improve coordination, and enjoy time with friends.



## **Throwball**

IoBM provides a dedicated area for Throwball, encouraging teamwork, coordination, and active participation. Whether you're playing for fun or part of a competitive setup, the facility supports skill-building and sportsmanship.



## **Gym Facility**

Our modern gym facility is equipped with separate, fully functional spaces for both male and female students, ensuring comfort and privacy for all. Each gym features state-of-the-art fitness equipment, including cardio machines, free weights, and strength training stations, catering to beginners and advanced users alike.

## Guidelines for using sport

### Verify Eligibility

Only enrolled IoBM students, faculty, and staff are allowed to use the sports facilities. Keep your IoBM ID card with you at all times

### Check Timings

Use the sports areas only during the official operating hours displayed at each facility or announced by the Sports Department.

### Dress Appropriately

Wear proper sports attire and non-marking shoes to ensure comfort, safety, and maintenance of the playing surfaces.

### Handle Equipment with Care

Use sports equipment responsibly. Return borrowed items after use and immediately report any damage or malfunction.

### Maintain Cleanliness

Keep the facility clean. Dispose of waste properly and refrain from eating or drinking (except water) inside playing areas.

### Respect Others' Turn

Be courteous and allow fair playtime for everyone. Do not occupy the court, field, or gym area beyond your allotted slot.

### Report Issues Promptly

Inform the Sports Department about any maintenance issues, injuries, or violations immediately.

### Follow Disciplinary Protocols

Violating these guidelines may lead to suspension of facility privileges or disciplinary action.

# Powers Up with Padel - The New Face of Campus Sports



Padel has arrived at IoBM, bringing a new wave of energy, connection, and fun to campus life! Blending the best of tennis and squash, the **Padel Court** offers students a refreshing way to stay active while bonding with friends. Whether it's a friendly match between classes or a weekend challenge, the court is open to everyone who loves a little competition mixed with laughter. Step in, swing hard, and discover why Padel is the sport everyone's talking about!



## ***IoBM Padel Court Rules & Guidelines***

The Padel court is only for IoBM students, faculty, management, alumni, and authorized members.

- A valid IoBM ID must always be carried and shown when asked. Alumni, faculty, and management may bring guests, but guests must be registered at the time of booking and show their original CNIC at entry.
- Students are not allowed to bring outside guests.
- Please arrive at least 30 minutes before your booking for verification.

## ***Booking & Play Time***

- Court use is only allowed through advance booking. Each session is 60 minutes including warm-up and cool-down.
- If you arrive late, you will not get extra time and must finish as per your booked slot.
- The court must be vacated on time for the next booking. Only the people listed in the booking may play – substitutions or unregistered players are not allowed.

### ***Dress Code***

Only non-marking shoes are allowed. Players must wear proper sports attire. Jeans, sandals, or open-toed shoes are not allowed.

### ***Equipment***

Padel-specific rackets and balls must be used. Personal items must be taken away after play. IoBM will not be responsible for any lost or stolen belongings.

### ***Safety***

Playing is at your own risk. Any injury or hazard must be reported to staff immediately. No food, drinks, or glass containers are allowed on the court.

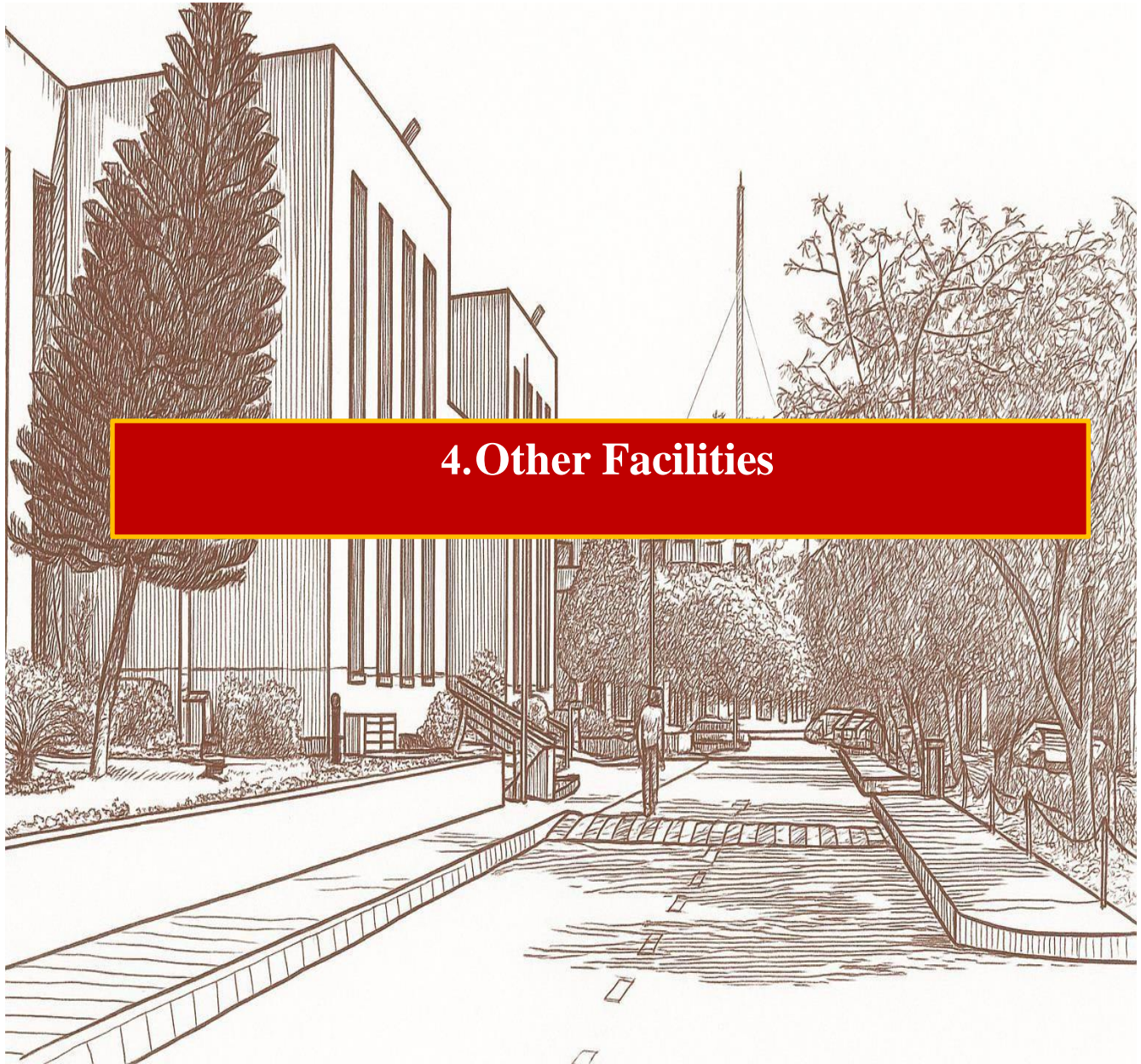
### ***Damage & Misuse***

Intentional damage to the court or facilities will lead to penalties or suspension of access. Do not hang or lean on the net or fences.

### ***Management Rights***

IoBM reserves the right to cancel any booking or remove individuals who rules. No refunds will be given in such cases. All decisions by IoBM Sports Management will be final.

For Booking visit:  
<https://padel.iobm.edu.pk/login-page/>



**4. Other Facilities**

## 4.1 Essential Campus Services

At IoBM, your comfort matters as much as your coursework. From health and relaxation to food and reflection, our campus has everything to keep you balanced.

• The **Medical Room** is available for any health concerns or emergencies. Whether it's a quick check-up or first aid, doctors and nurse is available there to take care of you when needed.

**Medical Room**



• The **Ladies' Lounge** offers a private and comfortable space for female students to unwind, relax, or take a short break between classes.

**Ladies Lounge**



• Hungry? Visit the Cafeteria or explore a variety of food stalls across campus offering snacks, meals, and coffee to keep your energy up through busy schedules.

**Food**



• The **Mosque** provides a calm and peaceful place for prayer and reflection, helping you stay spiritually connected amid your academic routine. And there is also lady's prayer area in SSK Basement.

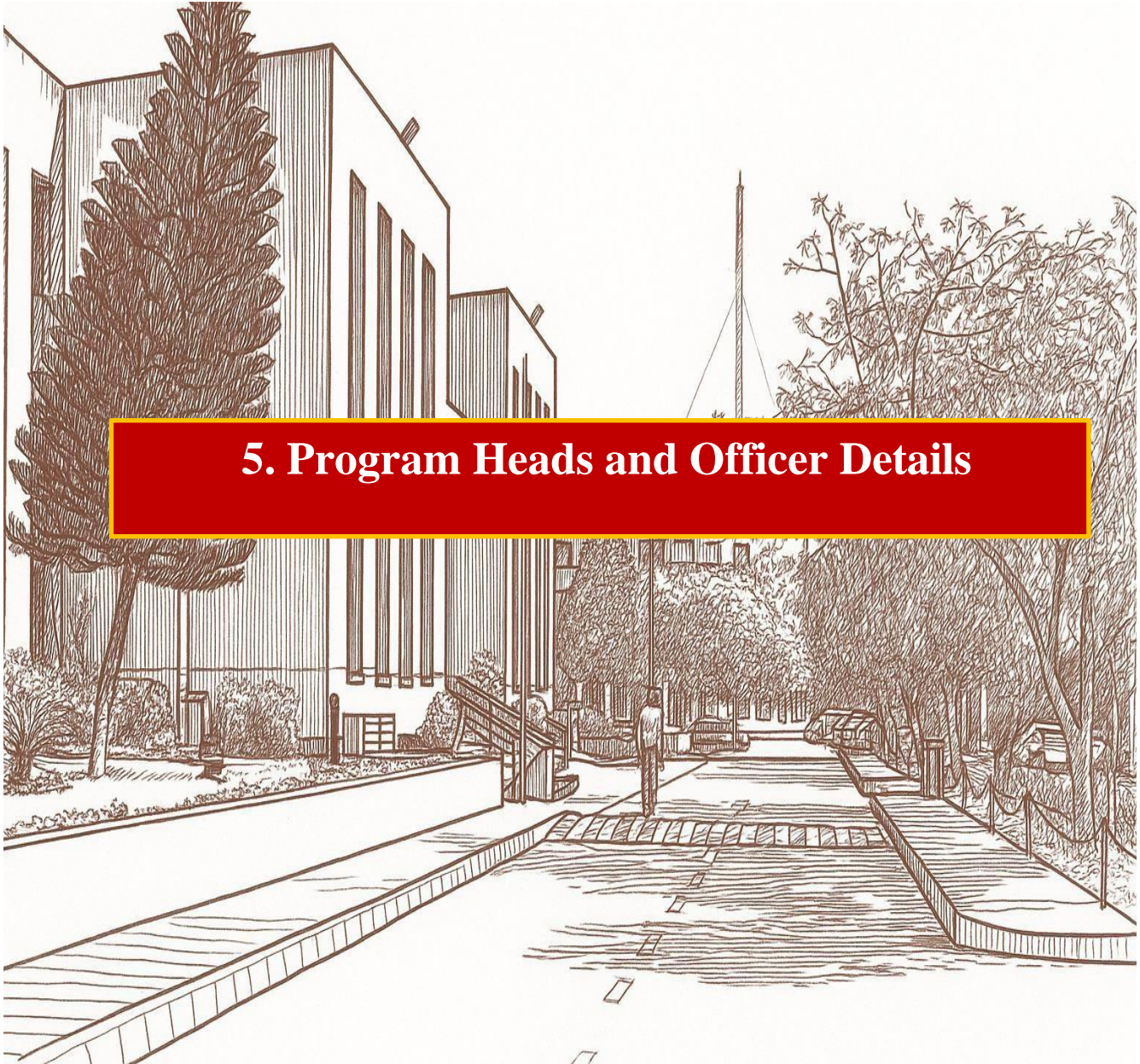
**Mosque**



If you ever misplace something, the **Lost & Found Desk** is there to help you retrieve your belongings quickly. To ensure safety and accountability, the entire IoBM campus is equipped with CCTV surveillance

**Lost & Found**





## 5. Program Heads and Officer Details

## Your Academic Support Circle

### **Dr. Falak Shad**

Program Head: MBA  
[falak.shad@iobm.edu.pk](mailto:falak.shad@iobm.edu.pk) Ext:  
734  
Room No: A103 Ground Floor SSK

### **Dr. Muhamamd Saeed Mujahid**

Program Head: BBA  
[saeed.mujahid@iobm.edu.pk](mailto:saeed.mujahid@iobm.edu.pk)  
Ext: 250  
Room No: 318 1<sup>st</sup> Floor CBM

### **Dr. Shahrukh Zohaib**

Program Head: Operations, Environment and Supply Chain  
Management  
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### **Dr. Mehreen Mansoor**

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[mehreen.mansoor@iobm.edu.pk](mailto:mehreen.mansoor@iobm.edu.pk)  
Ext: 332  
Room No: 05 Basement CBM

### **Dr. Arsalan Haneef**

Program Coordinator: Accounting and Finance  
[arsalan.malik@iobm.edu.pk](mailto:arsalan.malik@iobm.edu.pk)  
Ext: 476  
Room No: 01 4<sup>th</sup> Floor Old Library Building

### **Dr. Asma Rehman**

Department & Course Coordinator: Marketing  
[asma.rehman@iobm.edu.pk](mailto:asma.rehman@iobm.edu.pk)  
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### **Kehkashan Rani**

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### **Khizra Massab**

Department Officer: Entrepreneurship  
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Room No: 412/10 2<sup>nd</sup> Floor CBM

### **Dr. Adeel Anjum**

Program Head: Entrepreneurship  
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### **Dr. Kashif Arif**

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Room No: 27 4<sup>th</sup> Floor Old Library Building

### **Rabia Sabri**

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### **Ms. Fazila Muhammad**

Department Officer: Management and HR  
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### **Syed Husain Shaharyar**

Department Officer: Accounting and Finance  
[husain.shaharyar@iobm.edu.pk](mailto:husain.shaharyar@iobm.edu.pk)  
Ext: 498  
Room No: 22 4<sup>th</sup> Floor Old Library Building

### **Ms. Sara Khan**

Department Officer: Operations, Environment and Supply  
Chain Management  
[arsalan.malik@iobm.edu.pk](mailto:arsalan.malik@iobm.edu.pk)  
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Room No: 412/01 2<sup>nd</sup> Floor CBM

### **Muhammad Junaid**

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### **Sanjana Rani**

Department Officer: Capstone & Case study Cell  
[sanjana.rai@iobm.edu.pk](mailto:sanjana.rai@iobm.edu.pk)  
Ext: 454  
Room No: 412 2<sup>nd</sup> Floor CBM



## 6. Annexures

# List of Abbreviations and Acronyms

## Annexure 1

<b>BASR</b>	Board of Advanced Studies and Research
<b>BBA</b>	Bachelor of Business Administration
<b>BIA</b>	Business Intelligence and Analytics
<b>BS</b>	Bachelor of Science
<b>CBM</b>	College of Business Management
<b>CGPA</b>	Cumulative Grade Point Average
<b>DC</b>	Disciplinary Committee
<b>DIS</b>	Digicon Informatics Society
<b>EPS</b>	Entertainment Plus Society
<b>GBR</b>	Graduate Business Studies
<b>GPA</b>	Grade Point Average
<b>HEC</b>	Higher Education Commission
<b>HoD</b>	Head of Department
<b>HR</b>	Human Resource
<b>ICE</b>	IoBM Club of Entrepreneurs
<b>IoBM</b>	Institute of Business Management
<b>IRS</b>	Independent Research Study
<b>MBA</b>	Master of Business Administration
<b>MPhil</b>	Master of Philosophy
<b>OESCM</b>	Operation, Energy and Supply Chain Management
<b>PhD</b>	Doctor of Philosophy
<b>QEC</b>	Quality Enhancement Department
<b>SLS</b>	Sustainable Living Society
<b>SHRS</b>	Strategic Human Resource Society
<b>SSK center</b>	Shahjahan Syed Karim center

# List of Forms

## Annexure 2

### Requisition Forms

Following requisition forms are available at <https://www.iobm.edu.pk/campus/student-centre/requisition-form>

1. Student Clearance Form
2. Student ID card
3. Requisition form for Car Parking students.
4. Driver Entry

### List of MS/MPhil and Ph.D. Forms

Following MS/MPhil and Ph.D. Forms are available at the <https://basr.iobm.edu.pk/>

#### MS/MPhil Forms

1. MS/MPhil Student Online Application Form
2. Credit Transfer Form
3. Supervisor Selection Form
4. Course/Thesis Registration Form
5. Supervisor Change Form
6. MS/MPhil Thesis Proposal Defense Requisition Form
7. MS/MPhil Research Proposal Review Form
8. MS/MPhil Proposal Open Defense Form
9. MS/MPhil Proposal Defense Approval
10. MS/MPhil Supervised Research Log
11. MS/MPhil Evaluators and Examiner Form
12. MS/MPhil Thesis Evaluation Report Form
13. MS/MPhil Thesis Defense Requisition Form
14. MS/MPhil Thesis Open Defense Form
15. MS/MPhil Thesis Defense Certificate
16. Thesis Evaluation Changes Incorporated Form
17. Thesis Title Revision Form
18. Time Extension Form

#### PhD Forms

1. Ph.D. Student Application Form
2. Ph.D. Credit Transfer Form
3. Course Registration Form
4. Supervisor Selection Form
5. HEC Research Student Progress Review Form
6. Supervisor Change Form
7. Comprehensive Exam Form
8. Ph.D. Proposal Defense Requisition Form
9. Ph.D. Research Proposal Review Form
10. Ph.D. Proposal Defense Form
11. Ph.D. Proposal Defense Approval Form
12. Ph.D. Supervised Research Log Form
13. Publication Details Form
14. Ph.D. Dissertation Evaluation Requisition Form
15. Ph.D. Evaluator and Examiner Form for BASR
16. Ph. D. Dissertation Evaluation Report Form
17. Ph.D. Dissertation Evaluation Changes Incorporated Form
18. Ph.D. Dissertation Open Defense Form
19. Ph.D. Dissertation Defense Certificate
20. Checklist as per HEC Requirements for Ph. D.
21. Personal Detail Proforma of Ph.D. Graduate
22. Office of the Controller of Examinations Notification

# Student Self-Referral Form

## Annexure 3

My name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Year/Semester: \_\_\_\_\_ Program/Department: \_\_\_\_\_  
Batch Counselor: \_\_\_\_\_

### Urgent / Personal Concerns

- URGENT!!! Something private that needs immediate attention
- The death of a person or a pet I love
- Family issues affecting my studies
- Relationship or friendship concerns
- A friend I am worried about
- How others are treating me (e.g., bullying, harassment, exclusion)
- Feeling sad, anxious, or overwhelmed
- My angry or uncontrollable feelings
- Feeling lonely or not fitting in
- Low self-esteem or lack of confidence
- Saying "NO" and setting personal boundaries

### Academic Concerns

- Difficulty understanding course content or lectures
- Struggling with assignments, projects, or exams
- Poor study habits or time management
- Difficulty concentrating or staying motivated
- Procrastination or lack of focus
- Learning difficulties (reading, writing, attention, etc.)
- Academic stress or burnout
- Attendance or punctuality issues
- Test anxiety or performance pressure
- Managing workload and balancing responsibilities
- Unclear about academic or career goals
- Concerns about grades or academic progress
- Challenges with online or blended learning

### Personal Growth and Future Planning

- Building confidence and positive self-image
- Improving communication and interpersonal skills
- Exploring career options and goal setting
- Planning for internships or future employment
- Managing transitions (e.g., new semester, graduation, relocation)
- Time management and organization skills

### Health and Wellbeing

- Coping with stress, anxiety, or depression
- Sleep difficulties or fatigue
- Healthy lifestyle (diet, exercise, self-care)
- Concerns about substance use (self or others)

### Other Concerns

- Something else I would like to discuss:

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Preferred time: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# List of Capstone Clients

## Annexure 4

1. Maerks	21. AG SINDH	41. Kaizen PR & Digital (Pvt) Ltd
2. Fintex Manufacturing	22. Habib Metropolitan Bank	42. E Resource Center (pvt) ltd
3. Progressive	23. Getz Pharmaceutical	43. Riuman International
4. Faysal Bank	24. Noosh Cookies and Pastries	44. Formite (Thal Limited - Balochistan Laminates Division)
5. Kidco Pakistan	25. FinSync	45. Daraz
6. Lipton Pkistan Ltd	26. Thrive Today	46. Energy Solutions (Pvt.) Ltd
7. National Bank of Pakistan	27. TWIN DESIGN STUDIOS	47. Candyland – Ismail Industries Ltd
8. Meezan bank ltd	28. Sinotrans Pakistan Pvt Ltd	48. Food King
9. A. F. Ferguson & Co.	29. Fortunate Agribusiness	49. Alkaram Textiles Mills Pvt Limited
10. Bank Islami Pakistan limited	30. Habib Oil Mills	50. Mumtaz Hospital
11. SSGC	31. Honda Atlas Cars Pakistan Limited	51. Pharm Evo
12. Zultec	32. FAMCO Associates Pvt Ltd	52. CHANGAN AUTO
13. Macpac Films Limited	33. Pakistan Economy	53. Lucky Core Industries Limited
14. Ismail Industries Limited	34. Bank Makramah Ltd	54. Ledgerwise
15. Swiss Pharma	35. Financial Inculsion	55. Xander Cafe
16. Karachi institute of kidney diseases association	36. Automobile Sector of EV	56. TPL Trackker
17. Mehran Spice and Food Industries	37. Cosco Shipping Line	57. Legal Guards
18. Azienda LLC	38. Aisha Steel Mills (Private) Limited	58. NielsenIQ
19. OBS GENERAL TRADING LLC	39. Ted and Marshal	59. Pie in the sky
20. KPMG	40. Matrix Systems Pvt Limited	60. Pakistan Agriculture Research (PAR) & Zarai Mandi Private Limited



## List of Batch Counselors

### Annexure 5

S. No	Faculty Names	Designation	Email	Location	Extension
1	Dr. Sara Wali Qazi	Associate Dean Graduate, HoD Graduate Business Studies	<a href="mailto:sarah.wali@iobm.edu.pk">sarah.wali@iobm.edu.pk</a>	201 CBM	320
2	Dr. Shagufta Ghauri	Associate Dean Undergraduate, HoD Management and HR	<a href="mailto:shagufta.ghouri@iobm.edu.pk">shagufta.ghouri@iobm.edu.pk</a>	404 CBM	322
3	Ms. Rabia Sabri	Assistant Professor of Practice, Head of Academics	<a href="mailto:rabia.sabri@iobm.edu.pk">rabia.sabri@iobm.edu.pk</a>	366 CBM	203
4	Dr. Salman Sarwat	HoD Accounting and Finance	<a href="mailto:salman.sarwat@iobm.edu.pk">salman.sarwat@iobm.edu.pk</a>	Lib 09	461
5	Dr. Fariha Raza	HoD Marketing	<a href="mailto:fariha.raza@iobm.edu.pk">fariha.raza@iobm.edu.pk</a>	305 CBM	284
6	Dr. Falak Shad	Operations, Environment and Supply Chain Management, MBA Program Head	<a href="mailto:falak.shad@iobm.edu.pk">falak.shad@iobm.edu.pk</a>	A103 SSK	734
7	Dr. Junaid Ansari	HoD Entrepreneurship	<a href="mailto:junaid.ansari@iobm.edu.pk">junaid.ansari@iobm.edu.pk</a>	405 CBM	402
8	Ms. Bushra Javed	Senior Lecturer, Student Counselor	<a href="mailto:Bushra.javed@iobm.edu.pk">Bushra.javed@iobm.edu.pk</a>	403 CBM	311
9	Dr. Saeed Mujahid	Assistant Professor, BBA Program Head	<a href="mailto:saeed.mujahid@iobm.edu.pk">saeed.mujahid@iobm.edu.pk</a>	318 CBM	250
12	Dr. Adeel Anjum	Associate Professor, Program Head Entrepreneurship	<a href="mailto:adeel.anjum@iobm.edu.pk">adeel.anjum@iobm.edu.pk</a>	513 CBM	406
11	Dr. Arsalan Hanif Malik	Assistant Professor, PhD Coordinator	<a href="mailto:arsalan.hanif@iobm.edu.pk">arsalan.hanif@iobm.edu.pk</a>	Lib 01	476
12	Dr. Mehreen Mansoor	Assistant Professor, MS/MPhil Coordinator	<a href="mailto:mehreen.mansoor@iobm.edu.pk">mehreen.mansoor@iobm.edu.pk</a>	05 CBM	332
13	Dr. Arsalan Hussain	Assistant Professor	<a href="mailto:arsalan.hussain@iobm.edu.pk">arsalan.hussain@iobm.edu.pk</a>	Lib 03	456
14	Dr. Arsalan Qayyum	Assistant Professor	<a href="mailto:arsalan.qayyum@iobm.edu.pk">arsalan.qayyum@iobm.edu.pk</a>	Lib 23	496
15	Mr. Mehboob Moosa	Assistant Professor of Practice	<a href="mailto:mehboob.moosa@iobm.edu.pk">mehboob.moosa@iobm.edu.pk</a>	Lib 24	484
16	Ms. Sanyah Saad	Assistant Professor of Practice	<a href="mailto:sanyah.saad@iobm.edu.pk">sanyah.saad@iobm.edu.pk</a>	Lib 29	489
17	Ms. Nayab Jumani	Assistant Professor of Practice,	<a href="mailto:nayab.jumani@iobm.edu.pk">nayab.jumani@iobm.edu.pk</a>	Lib 14	495
18	Dr. Bilqees Ghani	Associate Professor	<a href="mailto:bilqees.ghani@iobm.edu.pk">bilqees.ghani@iobm.edu.pk</a>	424 CBM	289
19	Dr. Saba Gulzar	Assistant Professor	<a href="mailto:saba.gulzar@iobm.edu.pk">saba.gulzar@iobm.edu.pk</a>	422 CBM	319
20	Dr. Tayyaba Fasih	Assistant Professor	<a href="mailto:tayyaba.fasih@iobm.edu.pk">tayyaba.fasih@iobm.edu.pk</a>	C121 SSK	739
21	Dr. Samrah Shariq	Assistant Professor	<a href="mailto:samrah.shariq@iobm.edu.pk">samrah.shariq@iobm.edu.pk</a>	03 CBM	356
22	Ms. Kanwal Hussain	Senior Lecturer	<a href="mailto:kanwal.hussain@iobm.edu.pk">kanwal.hussain@iobm.edu.pk</a>	412/3 CBM	367
23	Dr. Adnan Bashir	Associate Professor	<a href="mailto:adnan.bashir@iobm.edu.pk">adnan.bashir@iobm.edu.pk</a>	306 CBM	324
24	Dr. Shumaila Kashif	Assistant Professor	<a href="mailto:shumaila.kashif@iobm.edu.pk">shumaila.kashif@iobm.edu.pk</a>	202 CBM	329
25	Dr. Aamir Saeed	Associate Professor	<a href="mailto:aamir.saeed@iobm.edu.pk">aamir.saeed@iobm.edu.pk</a>	301 CBM	240
26	Dr. Midhat Nadeem	Assistant Professor	<a href="mailto:midhat.nadeem@iobm.edu.pk">midhat.nadeem@iobm.edu.pk</a>	316 CBM	316
27	Dr. Asma Rehman	Assistant Professor	<a href="mailto:asma.rehman@iobm.edu.pk">asma.rehman@iobm.edu.pk</a>	102 CBM	242
28	Dr. Fahad	Associate Professor	<a href="mailto:fahad.fahad@iobm.edu.pk">fahad.fahad@iobm.edu.pk</a>	A106	737
29	Dr. Jamshaid Iqbal	Associate Professor	<a href="mailto:jamshaid.iqbal@iobm.edu.pk">jamshaid.iqbal@iobm.edu.pk</a>	111 SSK	728
30	Mr. Muhammad Omar	Senior Lecturer	<a href="mailto:muhhammad.omar@iobm.edu.pk">muhhammad.omar@iobm.edu.pk</a>	104 CBM	270
31	Mr. Obaid Ullah	Senior Lecturer	<a href="mailto:obaid.ullah@iobm.edu.pk">obaid.ullah@iobm.edu.pk</a>	104 CBM	270
32	Ms. Kishwer Nazli	Senior Lecturer	<a href="mailto:kishwer.nazli@iobm.edu.pk">kishwer.nazli@iobm.edu.pk</a>	322 CBM	336
33	Nida Zehra	Senior Lecturer	<a href="mailto:nida.zehra@iobm.edu.pk">nida.zehra@iobm.edu.pk</a>	320 CBM	274

## Your Campus Callbook

### *Essential Contacts*

<i>President Secretariat</i>	<i>Extension</i>	<i>Room</i>
Talib S.Karim, President	201,405	301
Madiha Khan, Executive Secretary	269	301
Farooq Ahmed, Executive Secretary	418,202	103
President Secretariat Board Room	200	
<i>Office of the Vice President (FHE) &amp; Chief Advisor, IoBM/Registrar Office</i>	<i>Extension</i>	<i>Room</i>
Sabina Mohsin, Vice President, Foundation for Higher Education (FHE) and Chief Advisor, IoBM	204	106
Hafiz Humayun Baig, Senior Assistant Registrar	323	110
Arsalan Khan Officer II, Registrar Office	323	110
<i>Rector Office</i>	<i>Extension</i>	<i>Room</i>
Dr. Tariq Rahim Soomro, Rector	207	111
Hafiza Al Haya, Executive Secretary at the level of Officer I	209	112
<i>Alumni Affairs</i>	<i>Extension</i>	<i>Room</i>
Syed Faraz Ali, Manager Alumni Affairs	781	207 ssk
<i>MARCOM Department</i>	<i>Extension</i>	<i>Room</i>
Nabhan Karim, Senior Manager	548	A502
Muhammad Omer Iftikhar, Senior Assistant Manager	548	A502
Anamta Salam, Marketing Executive	549	A502
Manahil Sohail, Marketing Executive	549	A502
Amna Khan, Social Media Coordinator	547	A502
Ali Asghar, Videographer & Editor at the level of officer II	547	A502
Ali Murtaza, Video Editor	547	A502
<i>Office of Graduate Studies (OGS)</i>	<i>Extension</i>	<i>Room</i>
Dr. Nadia Ayub, Dean CESD	701	C103
Sarfaraz Ahmad, Assistant Manager I & Lecturer II	729	C122
Saima Nazeer, Senior Officer I	712	C113
<i>Academics (CBM)</i>	<i>Extension</i>	<i>Room</i>
Rabia Sabri, Assistant Professor of Practice & HoD	366	203
Syed Mustafa Hussain, Senior Assistant Manager I	234	221
Habib Ullah Rajpar, Academics Officer	237	223
Kashif Munawar, Assistant Officer	235	223
Muhammed Zeeshan, Assistant Academics	236	223
Wakeel, Assistant Academics	236	223
<i>Security Office</i>	<i>Extension</i>	<i>Room</i>
Sartaj Hussain, HOD Security	345	

Muhammad Ilyas, Assistant Officer Security	362	
Muhammad Shafi, Assistant Officer Security	362	
Arsalan Irfan, Assistant Officer Security	370	
<b><i>Admissions</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Asif Zaheer Warsi, Manager & HoD Admissions	233	113
Muhammad Adnan, Senior Assistant Manager II	277	113
Noreen Muslim, Assistant Manager I	335	113
Amir Ali Khan, Admissions Officer II	211	113
Asad Hussain, Outreach Officer II	241	113
M.Kashif Jamil, Assistant Admission Officer I	359	113
Shahzad Arshad, Admission Assistant	359	113
<b><i>Financial Assistance &amp; Scholarship Office</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Hassan Sayeed, Senior Assistant Manager II	459	210
Muhammad Luqman Afridi, Financial Assistance Officer I	334	210
<b><i>Accounts &amp; Finance Department</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Aslam Kurban Ali, Senior Manager Finance	354	204
Muhammad Azhar, Manager Finance	352	204
Masood Hassan, Senior Assistant Finance Manager II	287	204
Muhammad Asim, Senior Accounts Officer II	408	204
Muhammad Zahid, Senior Accounts Officer II	408	204
Najam Alam Siddiqui, Officer Accounts	287	204
Ammar Anwar, Assistant Account Officer	371	204
Syed Muhammad Jamal, Trainee Account Assistant II	371	204
Musharrafuddin Qureshi, Accounts Assistant II	371	204
<b><i>Internship, Placement and International cooperation</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Juveria Baig, HoD	412	207 ssk
Abdul Khaliq, Assistant Manager II	261	206 ssk
Maryam Qazi, Career Service Specialist Officer I	430	289 ssk
Hajra Khanum, Career Services Coordinator	436	289 ssk
<b><i>Student Activity Center/Medical Officer</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
<b>Hasan Irfan, Senior Assistant Manager I and Acting HoD, Sports and Student Societies</b>	333	206
Dr. Rustam Laghari, Medical Officer	727SSK / 378CHS	SSK
Sonia, Sports Officer I	314	
Shehryar Ali, Assistant Sports Officer I	314	
Nafees Khan, GYM Trainer	519	204
Shabbar Ali, Snooker Trainer	519	204
<b><i>Proctor Office</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Anjum Aziz, Proctor	517	208

<i>Examination</i>	<i>Extension</i>	<i>Room</i>
Fesal Bin Naseem, <b>Controller of Examination</b>	760	
Muhammad Kamran, Senior Officer II	767	
Syed Jibran, Assistant Officer II	765	
Aziz .N. Lakhani, Assistant Officer I	762	
Muhammad Raheel, Assistant Officer I	763	
Syed Muzammil Ali, Assistant Officer I	761	
<i>Library</i>	<i>Extension</i>	<i>Room</i>
Ameer Ali Hunzai, Senior Assistant Librarian II	426	
Nida Iqbal, Librarian Officer II	426	
<i>Information Technology</i>	<i>Extension</i>	<i>Room</i>
Zohaib Ali, Analyst Programmer Assistant Lab Officer II	326	309
Zafar Siddiqui, Officer II	777	309
Muhammad Faisal Nisar, Senior Officer I	260	201
IoBM Smart	326	IT Lab 5
<i>Dean's Office, CBM</i>	<i>Extension</i>	<i>Room</i>
Professor Dr. Muhammad Kashif, Dean CBM	227	210
Abeera Jamil, Secretary at the level of Officer II	263	(Dean off)206
Aisha Zafar, Accreditation Secretary	292	(Dean off)206
<i>Graduate Business Research (GBR)</i>	<i>Extension</i>	<i>Room</i>
Dr. Sara Wali Qazi, Associate Professor & <b>HoD</b>	320	201
Kehkashan Rani, <b>Department Officer</b>	254	412/12
<i>Entrepreneurship Department</i>	<i>Extension</i>	<i>Room</i>
Dr. Junaid Ansari, Assistant Professor & <b>HoD</b>	402	405
Dr. Muahammad Adeel Anjum, Associate Professor <b>Program Head</b>	513	2nd floor
Dr. Bazla Mukhtar, Assistant Professor	265	318/03
Dr. Asma Rahim, Assistant Professor	353	412/04
Dr. Muhammad Saeed Mujahid, Assistant Professor	250	318
Dr. Omar Javaid, Associate Professor	504	318

Dr. Zuhair Abbas, Associate Professor	244	412/04
Dr. Essa Khan, Associate Professor	317	412/02
Babar Ali Qalbani, Senior Lecturer	308	318/5
Urooj, Capstone Officer	512	412/11
Khizra Massab, Department Officer	254	412/10
<b>Marketing Department</b>	<b>Extension</b>	<b>Room</b>
Dr. Fariha Raza, Assistant Professor & <b>HoD</b>	284	305
Dr. Asma Rehman, Assistant Professor- <b>Coordinator</b>	242	102
Dr. Arif Ashraf, Assistant Professor	425	302
Dr. M. Tabish, Associate Professor	289	222
Dr. Ayesha Karamat, Assistant Professor	294	304
Dr. Midhat Nadeem, Assistant Professor	283	316
Dr. Shumaila Kashif, Assistant Professor	329	202
Dr. Aamir Sayeed, Associate Professor	240	301
Dr. Adnan Basheer, Associate Professor	324	306
Sana Khwaja, Senior Lecturer II	281	105
Mukhtar Ahmed Khan, Senior Lecturer	243	414
Nida Shaukat, Senior Lecturer	265	318
Saima Munawwar, Senior Lecturer	353	318/9
Mavara Siddiqui, Senior Lecturer I	338	318/7
Syeda Dur-e-Afshan Ali, Lecturer	281	101
Sanjana Rai, <b>Capstone Officer</b>	454	412
Fatima Haider, <b>Capstone Officer</b>	453	412/4
<b>Management &amp; HR</b>	<b>Extension</b>	<b>Room</b>
Dr. Shagufta Rafif, <b>Associate Dean Under Graduate &amp; HoD</b>	322	404
Fazila, <b>Department Officer</b>	299	412/7
Dr. Afaq Ahmed Kazi, Professor	506	414
Dr. Azeem Qureshi, Associate professor	230	429
Dr. Bilqees, Associate professor	289	424
Dr. Sajjad Nawaz Khan, Associate Professor	302	420
Dr. Mirza Dilshad Baig, Assistant Professor	343	303
Dr. Syeda Tayyaba Fasih, Assistant Professor	739	C121 ssk
Dr. Waqas Khuram, Assistant Professor	218	103
Dr. Farhan Iqbal, Assistant Professor	433	218
Dr. Samrah Shariq, Assistant Professor	356	3
Dr. Rana Zeeshan Mubarak, Assistant Professor	388	402
Dr. Shahida Suleman, Assistant Professor	344	401
Dr. Sobia Jamil, Assistant Professor	214	427
Dr. Saba Gulzar, Assistant Professor	319	422
Dr. Mehreen Mansoor, Assistant Professor	332	5
Bushra Javed, Senior Lecturer I	311	403

Kanwal Hussain, Senior Lecturer I	367	412/3
Kinza Zehra, Senior Leturer I	389	1
Neha Rai, Capstone Officer	311	403
<b><i>Accounting &amp; Finance</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Salman Sarwat, Associate Professor & <b>HoD</b>	461	Lib 09
Dr. Kashif Arif, Assistant Professor- <b>Program Head</b>	479	Lib 27
Dr. Muhammad Nishat, Professor	251	204 cbm
Dr. Noor Alam, Senior Fellow & Associate Professor	488	Lib 22
Dr. Hadi Hassan Khan, Associate Professor	462	Lib 28
Dr. Irfan Khan, Associate Professor	315	220 cbm
Dr. Zubair Ahmed, Associate Professor	483	Lib20
Dr. Momna Niazi, Associate Professor	485	Lib25
Dr. Raja Rehan, Associate Professor	438	Lib11
Dr. Arsalan Hussain, Assistant Professor	456	Lib 03
Dr. Kiran Jameel, Assistant Professor	480	Lib 30
Dr. Shumaila Meer Perhiar, Assistant Professor	437	Lib 12
Dr. Muhammad Ali Faisal, Assistant Professor	321	04 cbm
Dr. Jahanzaib Alvi, Assistant Professor	466	Lib 31
Dr. Arsalan Haneef Malik, Assistant Professor	476	Lib 01
Dr. Arsalan Qayyum, Assistant Professor	496	Lib 23
Dr. Muhammad Rehan, Assistant Professor	485	Lib 25
Mehboob Moosa, Assistant Professor of Practice	484	Lib 24
Sanyah Saad, Assistant Professor of Practice	489	Lib 29
Muhammad Asim Khan, Senior Lecturer	481	Lib 33
Kamran A. Rabbani, Senior Lecturer	482	Lib 26
M. Muzaffar Ali, Senior Lecturer	477	Lib 34
Naeem Uddin Kamran, Senior Lecturer	465	Lib 32
Faiza Ahmed, Lecturer	493	Lib 13
Safa Saeed Ullah Khan, Capstone Officer	478	Lib 19
Syed Husain Shaharyar, Department Officer	498	Lib 22
<b><i>Health &amp; Hospital Management</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Syed Jamal Shah, Assistant Professor Health & Hospital Management	250	318
<b><i>Communication and Languages Department</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Aliya Sikandar, Associate Professor <b>HoD Communication &amp; Languages</b>	376	324
Muhammad Junaid, <b>Departmental Officer</b>	386	323
Kishwer Nazli, Senior Lecturer II	336	322
Sharmeen Ammad, Senior Lecturer II	274	320
Shazia Noman, Senior Lecturer	226	329
Mariyam Rehan, Senior Lecturer	266	327
Mashooque Ali, Senior Lecturer	246	325

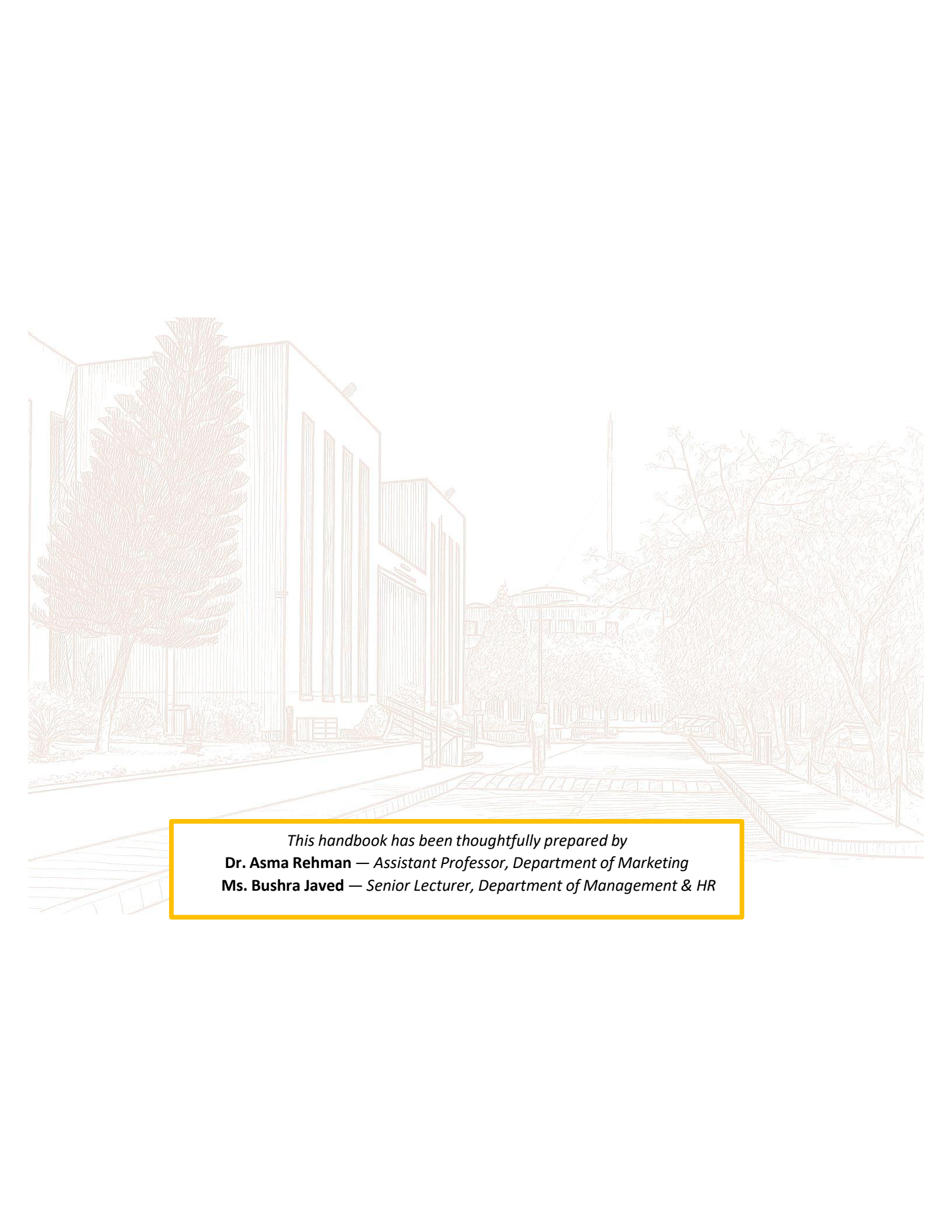
Nida Zehra Abbas, Lecturer	274	320
<b><i>Operations, Environment and Supply Chain Management</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Falak Shad Memon, Assistant Professor & <b>HoD</b>	734	A103 ssk
Dr. Bushra Tufail, Assistant Professor- Program Head	778	A124 ssk
Dr. Syed Muzammil Wasim, Assistant Professor	704	C108 ssk
Dr. Sehrish Huma, Assistant Professor	210	412/05
Dr. Shahrukh Zohaib, Assistant Professor	312	412/01
Saheer Ali, Senior Lecturer II	510	318/2
Syed Obaidullah Shah, Senior Lecturer I	270	104
Naheed Ghaffar, Senior Lecturer	281	105
Mohammad Omar, Senior Lecturer	270	104
Hafiz Muhammad Ahmed Siddiqui, Senior Lecturer	296	101
Shuaib Ahmed, Lecturer II	452	412/7
<b><i>Industrial Management</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Falak Shad Memon, Assistant Professor & <b>HoD</b>	734	A103
Dr. Shahid Amjad, Professor	217	301Admin
Dr. Fahad Bin Abdullah, Associate Professor	737	A106
Dr. Muhammad Irshad Khan, Senior Lecturer	740	A109
Syeda Faiza, Lecturer II	739	A108
Sania Paree, Department Officer	739	A108
<b><i>Environment &amp; Energy Management</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Falak Shad Memon, Assistant Professor & <b>HoD</b>	734	A103 ssk
Dr. Shahid Amjad, Professor & <b>Registrar IoBM</b>	217	301Admin
Dr. Aslam, Assistant professor	307	316
Dr. Hassam, Assistant Professor	394	324
Dr. Wazir Ali, Assistant Professor	431	105
Dr. Atif Javed, Assistant Professor	744	A113 ssk
Dr. Manzoor Ahmed Snjrani, Associate Professor	733	A102 ssk
Dr. Umme Laila, Associate Professor	339	112
Dr. Syed Muhammad Noman, Assistant Professor	509	103
Dr. Jamshaid Iqbal, Associate Professor	728	111 ssk
Nageen Tayyab, Senior Lecturer	752	A121 ssk
<b><i>Maths &amp; Statistics Actuarial Sciences &amp; Risk Management</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Sohail Ahmed Khan, Assistant Professor	460	lib 06
Jahangir Baig, Senior Lecturer	463	lib 07
Ayesha Hameed, Lecturer	458	lib 05

<i>Computer Science, Maths &amp; Statistics</i>	<i>Extension</i>	<i>Room</i>
Brig Dr. Muhammad Abbas Professor and Dean CCSIS	278	111
Muhammad Asghar Khan, Assistant Professor & <b>HoD Of Computer Science</b>	508	102
Dr. Fatima Riaz, Assistant Professor & <b>HoD Of Mathematics &amp; Statistics</b>	415	407
Dr. Sana Alam, Assistant Professor & <b>HoD Of Research</b>	342	101
Dr. Mir Ghulam Hyder Talpur, Senior Fellow & <b>HoD Of ASRM</b>	272	104
Dr. Asim Iftikhar, Associate Professor	357	113
Dr. Saeed Azfar, Assistant Professor Computer Science	375	321
Dr. Faiza Rubab, Assistant Professor Mathematics	415	407
Dr. Muhammad Najmul Islam, Assistant Professor	377	311
Dr. Khalid Mahboob, Senior Lecturer	639	320
Dr. Urooj Yousuf, Senior Lecturer	259	325
Madeha Arif, Senior Lecturer		322
Laiq Muhammad Khan, Senior Fellow Statistics	225	317
Attra Ali, Senior Lecturer Mathematics	330	329
Muhammad Wajahat Ali, Senior Lecturer Mathematics	309	406
Sumera Saad, Senior Lecturer Mathematics and Statistics	434	lib 18
Naeem Ullah Khan, Senior Lecturer Mathematics & Statistics	499	lib 17
Nisar Ali, Senior Lecturer Mathematics and Statistics	309	406
Saher Afshan, Senior Lecturer Mathematics & Statistics	486	lib 08
Erum Mumtaz, Senior Lecturer Computer Science	306	315
Saima Sultana, Senior Lecturer Computer Science	293	323
Muhammad Sohaib Naseem, Senior Lecturer Computer Science	630	318
Muhammad Irfan, Senior Lecturer Computer Science	275	313
Abdul Khaliq, Senior Lecturer Computer Science	558	329
Salman Akbar, Senior Lecturer Computer Science	275	313
Engr. Qurrat-ul-Ain Naiyar, Senior Lecturer Computer Science	306	315
Malik Zohaib Hussain, Senior Lecturer Computer Science	558	329
Saima Ishaq, Senior Lecturer	520	314
Reena Iqbal, Senior Lecturer Mathematics & Statistics	369	202
Mohammad Arshad, Assistant Professor of Practice Mathematics & Statistics	206	326
Hina Samreen, Assistant Professor	416	107
Noor ul Huda, Lecturer	540	311
Kifayatullah, Lecturer	490	lib 16
Kausar Shaheen, Lecturer	257	327
Muhammad Ramzan, Lecturer Computer Science	439	330
Muhammad Irtiza, Junior Lecturer cum Lab Supervisor	247	408
Sahifa Hashmi, Junior Lecturer cum Lab Supervisor	540	311
Mustafa Ahmed Khan, Junior Lecturer Computer Science	439	330
Abdul Haseed Khan, Junior Lecturer Computer Science	247	408

Syed Wahid Ali, Junior Lecturer Computer Science	247	408
Syed Shabeeb Raza, Junior Lecturer Cum Lab Supervisor	247	408
Shayan Faiz, Junior Lecturer Cum Lab Supervisor	368	202
Reshal Maryson, Junior Lecturer Cum Lab Supervisor	247	408
Shamin Akhter, Faculty Trainee	416	107
Muhammad Umair, Assistant	390	108
Muhammad Qavi Hassan, Editorial Officer	255	109
Musawer Ali, Lab Assistant II	255	109
Asif Ali Bhatti, Department Officer	390	108
Sana Shakeel, Department Officer	303	328
<b><i>Electrical Engineering</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Seema Ansari, Advisor to the Rector	732	A101
Dr. Muhammad Imran Majid, Associate Professor & <b>HoD</b>	745	A114
Dr. Syed Fayyaz Ahmed, Associate Professor	735	A104
Rashid Qutub, Senior Lecturer	737	A106
Osama Mehfooz, Senior Lecturer	743	A112
Tahnayat Aslam, Assistant Professor	752	A121
Fatima Maqbool, LecturerII	753	A122
Shabana Muhammad, Lecturer	753	A122
Abdul Rehman, Lab Assistant officer I	757	401
<b><i>Dean Office CESD SSK</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Nadia Ayub, Dean CESD	701	C103
Areeba Nafees, Secretary Dean CESD Assistant II	702	C101
<b><i>Economics</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Mirza Aqeel Baig, <b>HoD Economics</b>	707	C120
Dr. Usman, Assistant Professor	724	C127
Dr. Aniq Aarsalan, Assistant Professor	719	C102
Dr. Kashif Imran, Associate Professor	717	C118
Dr. Mehak Ejaz, Associate Professor	725	C107
Dr. Muhammad Zubair, Assistant Professor	706	C102
Kamran Mehfooz, Senior Lecturer I	703	C106
Ch. Sohail Ahmed, Senior Lecturer	708	C105
Irfan Lal, Senior Lecturer	708	C105
Ammarah Akhuand, Senior Lecturer	710	C111
Ziaullah, Lecturer	713	C114
Sindhu Bhutto, Lecturer	710	C111
Dr. Shahida Wizarat	726	C201

<i>Education</i>	<i>Extension</i>	<i>Room</i>
Dr. Kiran Hashmi, <b>HoD Education</b>	795	A120
Dr. Fozia Gulab, Assistant Professor	750	A119
Dr. Maria Azfar, Assistant Professor	756	A125

Diana Ambrose, Assistant Professor	705	A119
Munazza Salman, Senior Lecturer I	754	A123
Salman Ashiq, Senior Lecturer II	746	A115
Faiqa Asim, Senior Lecturer	754	A123
Mehak Javed, Editorial Secretary	769	A116
<b><i>Business Psychology</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Sana Sadia, Assistant Professor & <b>HoD Business Psychology</b>	715	C116
Dr. Syed Shameem Ejaz, Assistant Professor	716	C117
Dr. Zeenat Pasha, Mental Health Counselor ( <b>WELLNESS CENTER</b> )	711	C109
Hina Usman, Senior Lecturer	759	C112
Ayesha Khan, Senior Lecturer	759	C112
Marvi Makhdoom, Senior Lecturer I	714	C115
Ramsha Zehra, Senior Lecturer I	714	C115
Rida Asim, Department Officer	710	C111
<b><i>Media Studies SSK</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Ejaz Wasay, <b>HoD</b>	718	C119
Nabhan Karim, Asstt. Prof. of Practice and Head of Media Production Manager	548	515
Dr. Ayaz Ahmed Siddiqui, Assistant Professor Media Studies	797	516
Taqi Shaheen, Associate Professor of Practice	748	512
Mohd Faraz, Senior Lecturer II	776	511
Shayan Hussain Lecturer & Assistant Manager	774	513
Nabeel Ahmed, Studio Supervisor	775	Studio
Abid Ali, Media Lab Assistant II	772	509
<b><i>Commercial &amp; Professional Studies</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Imam Uddin <b>HoD Commercial &amp; Professional</b>	472	ssk
Nayab Jumani, Assistant Professor of Practice Commercial and Professional Studies	495	Lib 14
<b><i>Centre for Policy &amp; Area Studies</i></b>	<b><i>Extension</i></b>	<b><i>Room</i></b>
Dr. Asad Shahzad, Assistant Professor & <b>HoD</b>	722	C125
Dr. Muhammad Junaid Ali Khan, Assistant Professor	724	C127
Dr. Muhammad Mustafa, Assistant Professor	723	C126
Sadia Syed Ali, Assistant Professor	723	C126
Dr. Zeba Iftikhar, Fellow	731	C128
Syed Hassan Habib, Senior Fellow	721	C124
Urfi Khalid, Senior Fellow Pakistan Studies	730	C129



*This handbook has been thoughtfully prepared by*  
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