We Just Don’t work Hard
We Work Smart
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Disclaimer: The Institute reserves the right to change any rule, without notice, whenever it is deemed necessary or appropriate.
Welcome
Message by the Chancellor

I am pleased to welcome you all to SZABIST, a premier institution of our country and the region. I congratulate you on your wise decision to join SZABIST and follow the path to achieve your professional and personal dreams.

You are now part of an institution which, over the past seventeen years, has grown and expanded to prepare talented, skilled, and highly motivated individuals. Once you graduate, you will be joining the ranks of these proud Szabists.

To help you on the path to graduation, SZABIST will do its best and provide you all the guidance, help, and support to succeed. However, you have the most important role in your own success; work hard, be persistent, take setbacks as opportunities, and face challenges with courage and determination.

In addition to the faculties of Management Sciences, Computing, Social Sciences, Media Sciences, Biosciences, and Mechatronics, there are a number of departments that will help you in your academic journey.

Academics Department will ensure that you are familiar with all the policies and procedures applicable at SZABIST. To assure the highest quality of education, Institutional Research Department and its Quality Enhancement Cell regularly conducts self-assessments of all the academic programs.

A large number of students are provided financial assistance at SZABIST through the Financial Assistance and External Relations Department. In order to support you in your internships and job placements, SZABIST has a well-established Executive Development Center.

To hone your leadership skills, you will also have the choice and opportunity of joining various Student Societies.

We are proud to have you as part of SZABIST and expect that with your character and achievements you will make SZABIST proud of you.

Dr. Azra Fazal Pechuho
Chancellor
SZABIST
Welcome
Message by the President

It is a pleasure to welcome you all to Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST). At SZABIST, you will have great opportunities to experience all the exciting dimensions of student life. We fully understand the challenges of the corporate world and would equip you to face them successfully. For this, SZABIST imparts the highest quality education, through a highly qualified faculty, which is supported by a very dedicated staff.

Imparting higher education for almost two decades now, SZABIST has become a multidisciplinary institution with a variety of programs catering to the academic, social, professional, and creative needs of its students.

One of the biggest strengths of SZABIST is that its education is market-relevant and skills-based. As a result, SZABIST graduates are highly sought after by the corporate sector at very good salaries.

Hence, education from SZABIST is one of the best investments that someone can make in a successful professional career.

To ensure that SZABIST students continue to acquire the highest quality of education, faculty members regularly receive in-house training in the latest teaching methodologies.

At SZABIST, I encourage you to work hard and strive for excellence in every aspect of your academic career. The upcoming years will provide you an opportunity to Discover Yourself and in this journey of self-discovery SZABIST will be your partner at every step of the way.

Dr. Saqib Rizavi
President
SZABIST
Welcome
Message by the Vice President

Like every year, this year too, I am feeling excited to welcome you to SZABIST, which is home to thousands of the students equipping them with quality education and preparing them for various leadership roles in the different spheres of life.

One of the striking features of the SZABIST has student-centric academic policies of which main purpose is to seek their input so that the overall environment on the campus can be made more congenial where students can unleash their potential in productive way for their personal growth and development of the institutions. Most of the policies you read about here have been developed collaboratively by students, faculty, and staff. In fact, a good number of the resources mentioned here started out as ideas or initiatives by students. Every year, students are involved to bring substantive change on campus and in the larger community. At SZABIST, we strongly believe that each of you will have much to contribute to our community and life here. Likewise, we are committed to supporting and working with you as partners.

SZABIST is a place for you to continue to develop your intellectual passions and personal talents, and for each of us to support one another. You will find SZABIST is a compelling place with much to offer you, including outstanding faculty, students, and staff, as well as a challenging curriculum, extensive co-curricular opportunities, and an engaging and innovative residential life.

In a small setting like we have here at SZABIST, we can accomplish what simply cannot be done in a larger, more impersonal educational institution. I look forward to getting to know all of you in this coming year as we work together to ensure that your learning experience at SZABIST is deeply rewarding.

Dr. Amanat Ali Jalbani
Vice President Academics

SZABIST
Academic Policies and Procedures

Induction Week and Orientation
Academic Guidelines
Attendance, Leave, and Hajj Leave
Grading Plans
Rules Governing Withdrawal from Courses
Continuation of Education for Higher Degrees and Transfer between SZABIST Campuses
Termination of Registration/Dismissal Policy
Review and Revision of Academic Policies

"The function of education is to teach one to think intensively and to think critically; intelligence plus character - that is the goal of true education."

Martin Luther King Jr.
Induction Week and Orientation

Induction Week starts one week before academic session begins. Presentations on academic rules and regulations, and use of facilities, are given during induction week by the Head of Campus & Program Managers. Orientation is held the weekend before classes begin on a Monday. As soon as students receive registration number, they are required to send a student ID card request through Zabdesk.

Dr. Amanat Ali Jalbani
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Head of Campus
BSCS Program Manager
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SZABIST Larkana Campus

Ms. Zahida Abro
BBA Program Manager
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SZABIST Larkana Campus

Mr. Naveed Anwar
MBA Program Manager
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SZABIST Larkana Campus
Academic Guidelines

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

Registration

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

- Students must register through ZabDesk, the automated SZABIST Online Registration System. In case of further assistance contact the Academic Office.
- Students can de-register from any course before the close of semester registrations.
- Registered students who have paid their fee but have remained absent for the first three classes, will be forced to de-register from the course during the 4th week.
- Registered students who have paid their fee but have remained absent for more than three classes during the semester will be awarded a 'F' in the course.
- Students not registered will not be allowed to attend classes. No registration will be allowed two weeks after classes begin.
- For continuing students, only students with a CGPA of 2.00 will be allowed to register in an additional course. Any registration beyond one additional course has to be approved by the Program Managers.
- Students will not be allowed to register in more than 50% of courses when on probation.

Scheduling of Classes

- All class schedules are given in the student admission folder during the Induction Week or at the Orientation, and are also posted on the bulletin boards as well as on ZabDesk.
- The ideal class size is limited to only 35-40 students, which allows the delivery of high quality education on an interactive basis.
- Classes are scheduled for a 16 week semester (Fall and Spring). Fall semester begins on September, and the Spring semester on January. The Summer Session is of 8 weeks long and is not a regular semester.
- Classes scheduled for undergraduate and Graduate programs are held for 3 hours a week with a 20 minute break.
- At SZABIST Larkana, classes for 3 hours are held six days a week.
Attendance, Leave, and Hajj Leave

Students are required to maintain a minimum of 80 percent attendance throughout the semester in order to qualify for the Final Examination. Maximum 3 absences are allowed per semester per course. Please note that two late arrivals are equal to 1 absence.

In case of non-compliance of attendance rules, a letter grade ‘F’ will be given in the course.

Hajj Leave

✦ An additional 1 absence will be allowed for Hajj leave.
✦ A total of 4 absences in one semester.
✦ Special exam deferral for Hajj will be allowed.
Grading Plans

The following Letter Grading Plan is followed at SZABIST.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Value</th>
<th>Grade Point</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>91-94</td>
<td>3.75</td>
</tr>
<tr>
<td>A-</td>
<td>87-90</td>
<td>3.50</td>
</tr>
<tr>
<td>B+</td>
<td>83-86</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>79-82</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>75-78</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>71-74</td>
<td>2.50</td>
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<tr>
<td>C</td>
<td>68-70</td>
<td>2.25</td>
</tr>
<tr>
<td>C-</td>
<td>65-67</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>00-59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>J</td>
<td>Result withheld</td>
</tr>
</tbody>
</table>

- Minimum passing grade in each course is ‘C-’ for Bachelor and Master Program courses.
- For Undergraduate programs, a course in which ‘D’ or ‘F’ is earned must be repeated with full registration.
- ‘F’ grade in a course does not count as having met the pre-requisite for taking an advanced course.
- Students with repeat grades such as ‘D’, ‘F’ etc. must take the course next time as it is offered.
- Student may get attendance waiver in ‘D’ grade courses, provided the same faculty member is teaching the course. Otherwise, attendance waiver approval is required from the Program Manager.
- Student repeating course(s) that is/are no longer offered will be allowed an appropriate replacement course, which will be approved by the Program Manager.
- In case of any discrepancy in final grade, student can submit an objection for review within 14 days of announcement of provisional results on ZabDesk. If his/her claim proves to be valid, the relevant faculty member will submit the correct grade to the Examination Controller by completing a “Change of Grade” form and providing the reason for the change.
- At SZABIST, there is no policy or provision for giving or requesting grace marks.
- All grade points earned will be averaged towards the final grade point for graduation.
- Minimum GPA to graduate is 2.00 for BBA/BS/MBA.
- If Incomplete grade ‘I’ is not completed before the specified deadline, the default grade is a ‘F’.
Rules Governing Withdrawal from Courses

The following rules apply for course withdrawal:

- During the first semester, only one course withdrawal is allowed.
- For second semester and onwards, withdrawal from two courses is allowed.
- The request for withdrawal has to be made prior to the 12th session through ZabDesk’s Online Course Withdrawal option.
- The request for withdrawal has to be approved by the Academic Controller, Program Manager, and Records Department.
- Withdrawal cannot be allowed after award of ‘F’ grade due to less than required attendance.
- In case of withdrawal, letter grade of ‘W’ (with no grade points) is awarded.

Refund Procedure for Withdrawal and Cancellation of Course Registration

- Refund of fee during the first semester is governed by SZABIST’s Fee Refund Policy which is based on the guidelines given by the HEC.
- In case of withdrawal from a course during the first semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester.
- In case of withdrawal from a course during the second semester and onwards, tuition fee will be charged at 50 percent, 75 percent and 100 percent before the 4th, 8th and 12th session respectively.
- At the time of the new registration for the course, the course fee must be paid in full.
- In case of De-Registration, tuition fee for course(s) will be carried forward.
Continuation of Education for Higher Degrees and Transfer between SZABIST Campuses

Students completing their Bachelors and desiring to continue their studies for a Masters program, or those completing their Masters and wanting to enroll into a Doctoral program should fill out a Program Continuation Form and submit it to the Admissions Office during their graduating semester. All pre-requisites have to be completed before advancing to a higher degree program. Updated documentation will be required and a new registration number will be allocated at the time of registration, for the new degree. No extra courses can be transferrable to a higher degree, at/from any campus.

Transfer between SZABIST Campuses

Transfer is allowed between SZABIST campuses subject to the following conditions:

- Having completed at least 25 percent of the coursework at the original Campus
- Having met admission criteria at the transferring campus
- Availability of space at the transferring campus.
- Clearance of all past dues (at the original campus)
- Payment of transfer admissions fee (to the transferring campus)
- The transferring student is required to fill the Campus Transfer form (available at the Reception Desk)

Degree will be awarded by the campus where student has completed more than 50 percent of the credit requirements for the degree. Transferring students from original campus (with 50% & above courses completed) to any other campus must ensure to complete all requirements such as, the pass certificate, Transcript, issuance of degree, participation in convocation as per given deadlines.

Note: Transferring student shall be responsible to contact with original campus to confirm the deadline.

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<tr>
<th>Name</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Mr. Muhammad Bux Soomro</td>
<td>Head of Campus</td>
<td>Ext # 102</td>
</tr>
</tbody>
</table>

Timings
9:00 am - 5:00 pm (Mondays-Saturdays)
(Sundays Closed)
Termination of Registration/Dismissal Policy

Termination of Registration

A student will be considered for dismissal under the following conditions:

- Students securing a CGPA below 2.00 will be put on probation and a warning letter will be issued. Unless the semester GPA is brought to 2.00 by the end of the next semester, the student will be dismissed from the program. This policy of dismissal and probation is applicable for all programs, including EMBA.

- If the student fails to provide cleared results after the first semester, the registration will be blocked, and will only be allowed to register, provided all admission requirements have been fully met within one year of admission.

- The registration will stand terminated if a student has not completed the degree requirements within seven (7) years for Bachelors Program, five (5) years for Masters Program.

- If the student is found guilty of academic dishonesty.

- If the student is dismissed on disciplinary grounds by the Disciplinary Committee.

- For re-admission after Academic Dismissals, NO courses will be transferrable.

- In all other matters, the decision of the Academic Committee will be deemed final.
Review and Revision of Academic Policies

- The academic policies are reviewed and revised on a regular basis. Students are advised to consult with the Program Manager and regularly check ZabDesk to apprise themselves of any revisions in the academic policies.

- In all academic matters, the decision of the Academic Committee is final.

- Vice President is the competent authority to take all academic decisions, and has the right to form a committee comprising of the Program Managers and/or Department Heads if deemed necessary.

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<tr>
<th>Name</th>
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<th>Extension</th>
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<tbody>
<tr>
<td>Mr. Mateen Khan</td>
<td>Academic Officer</td>
<td>Ext # 110</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mateen@lrk.szabist.edu.pk">mateen@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Imran Khan Khichi</td>
<td>Asst: Academic Officer</td>
<td>Ext # 110</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:imrankhichi@lrk.szabist.edu.pk">imrankhichi@lrk.szabist.edu.pk</a></td>
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</tr>
</tbody>
</table>

Timings
9:00 am - 05:00 pm (Mondays-Saturdays)
(Sundays Closed)
Examination Policies and Procedure

General Rules for Examination
Midterm and Final Examination
Examination Retake and Deferral
Code of Conduct During Examination
Off Campus Examination
General Format of the Comprehensive Examination

“He who travels in the search of knowledge, to him God shows the way of Paradise.”

The Holy Prophet (PBUH)
General Rules for Examination

All examinations are conducted and monitored by the Examinations Officer in the presence of the relevant teaching faculty.

The examination question papers are handed by the faculty member to the Examination Office office at least a week in advance of the exam, which are then reviewed by the Moderators Committee. All answer sheets are initialed and numbered by the Examination Office.

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<tr>
<th>Name</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Ms. Aneela Abro</td>
<td>Examinations Officer</td>
<td>Ext # 104</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aneela@lrk.szabist.edu.pk">aneela@lrk.szabist.edu.pk</a></td>
<td></td>
</tr>
</tbody>
</table>

Timings
9:00 am - 5:00 pm (Mondays-Saturdays)
Sundays Closed (open in case of examination)
Midterm and Final Examination Policy

- A Midterm Examination for the undergraduate and postgraduate programs, 3 hours class, is administered in the 8th session. The Midterm Examination accounts for 30 percent of the final grade and the maximum duration is of 2 hours.

- The Final Examination is generally of 3 hours duration. Please note that depending on the course content, Test/Exams could be a combination of written and practical questions.

General Marks Distribution is as follows:

<p>| | |</p>
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<tbody>
<tr>
<td>Midterm</td>
<td>30 %</td>
</tr>
<tr>
<td>Assignments</td>
<td>5-10 %</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5-10 %</td>
</tr>
<tr>
<td>Project and Presentation</td>
<td>10-15 %</td>
</tr>
<tr>
<td>Finals</td>
<td>35-40 %</td>
</tr>
</tbody>
</table>

Term Papers and Projects can be 10-15 percent, depending on the course content, while a deviation of 10 percent is permissible at the faculty’s discretion. Thesis policies vary between departments. For further details consult the relevant Program Manager.
Examination Retake and Deferral

In case of emergency, three absences can be utilized or an option of withdrawal from the course can be used. However, an Exam retake is only possible in the following cases:

◆ In case of absence due to serious illness (accident/hospitalization), the student is required to submit the following:
  
  • Medical certificate of a specialist consultant (not a General Practitioner) on his/her printed letterhead duly signed and stamped.
  
  • A discharge letter of hospital (in case the student was admitted in hospital)

◆ In the instance of death in immediate family, the student is required to provide proof of death (death certificate).

◆ In case of absence due to job related travel, the company letter and the travelling documents must be provided.

◆ Hajj Leave (Proof required)

Retake/deferral exams are subject to prior intimation to and permission of the relevant Program Manager/Head of Campus.

Note:

◆ Please note the distinction between a Retake examination and a Re-sit. The former means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper). While a re-sit exam means that the student takes the same exam twice. The re-sit policy is not practiced in SZABIST.

◆ The terms “Retake” and “Deferral” are being used interchangeably.
Code of Conduct during Examination

- To maintain the integrity of the examinations process, exams can only be taken with the proof of a valid ID card.

- To avoid disruption and any undue anxiety, students are encouraged to arrive at least 10 minutes before the commencement of examination.

- Students are not allowed to bring mobile phones in the examination hall; however, if they do so then make sure they are switched off. Otherwise, penalty, including awarding a ‘F’ grade, could be imposed.

- Students are not allowed to take the question paper outside the examination hall, as it is to be returned, along with the answer sheet, to the concerned faculty.

- For examinations requiring quantitative analysis, students are responsible for bringing their own calculator, but approved by the faculty. No borrowing from any other examinee is allowed. Similarly, students are expected to bring their own stationery items.

- Examinees should sit in the rows allocated for the particular paper. Examination Officer or invigilator may re-locate the students if he/she deems fit.

- Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.

- Students will not be permitted to enter the examination room/hall 30 minutes after the commencement of the exam.

- All assessments and marks obtained by the students in quizzes, assignments, term papers, projects, and tests are available to the students and their parents online through ZabDesk.

- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be awarded a ‘F’ grade in the course by the examiner. A few examples of such behaviors are given below for illustrative purposes:
- Any written or oral communication among students during an examination.
- Providing information about the content of an examination.
- A student’s use of a substitute or surrogate to take an examination.
- Indulging in unruly behavior in the examination hall.
- The decision of the invigilating staff regarding the conduct of the examination and the behavior of the students will be final and binding, any argument by the student will be liable for disciplinary action by the Disciplinary Committee.
- Once the exam time has ended; the examiner will announce “all pens down” at that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 5 marks deducted from his/her paper.
- Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.
- Final Examination copies will not be shown to the students, and requests for Final Examination copy re-checking or re-grading requests will NOT be entertained, unless approved by the Vice President (Academic) and the President.
- The examination results will be deemed final. However, the Academic Committee or the President’s Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.
Off-Campus Examinations

For all programs, examination can be conducted at other campuses for which a special request form must be submitted, along with a fee\(^2\) for this service.

- In case a student is transferred anywhere outside Pakistan for job-related reasons, only then he/she can request for conducting the examination at the nearest university where he/she is situated.

- Fees (if any) relating to Off-Campus Examination are to be paid by the student.

- Examination Department in consultation with the Head of Campus and Program Manager to facilitate the students interested in Off-Campus Examinations.

*2 Refer to Annexure B*
Transcripts, Degrees, and Academic Award Policy

General Requirements for Degree Completion
Communication of Grades, Issuance of Transcripts
Degrees Honor List, Gold Medals, and Convocation

“Establishing lasting peace is the work of education; all politics can do is keep us out of war.”

Maria Montessori
General Format of the Comprehensive Examination

- Comprehensive Examination is a ninety-minute closed book on-line examination, with seven subject areas and ten multiple choice questions (MCQs) a choice of four answers from each subject area. Every question is randomly generated. The minimum passing percentage for the Comprehensive Examination is 50 percent.

- The Comprehensive Examination is conducted three times a year after the end of each semester (Fall, Spring, and Summer) on the last Saturdays of December, May, and July. All students intending to appear for the examination must register first by filling out a Registration Form for the Comprehensive Examination at least two weeks before the examination. The Registration Form is available at the Reception Desk and on SZABIST's website as well.

- The best (n-2) sections are counted towards the final grade.

- The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Committee at any time without prior notice during the course of the study, and will be binding on all continuing and new students.

Format of Comprehensive Examination for BS, BBA, and MBA

- Passing the Comprehensive Examination is a requirement for all Bachelors and Masters Degree students enrolled in a non-6 credit research option program. Although Comprehensive Examination can be cleared anytime during the degree program, it is strongly recommended that students should appear for the exam before the final semester as the format of the exam is based on the content of the basic courses. Please note that there is a fee for the Comprehensive Examination per attempt.*

- For MBA, the nine subject areas are Business Communication, Management, Marketing, Mathematics, Statistics, Finance, Accounting, Economics, and Management Information System.

- For BS-Computer Science, the seven subject areas are Technical Communications, General Programming, Operating Systems and Networks, Computer Architectures and Organizations, Database Concepts, Software Engineering, and Mathematics.

* Refer to Annexure B
General Requirements for Degree Completion

- A student has the option of taking more than the required number of courses, and request in writing which courses are to be reported in his/her transcript.

- Additional courses taken (even as bi-majors) will not be recorded on the transcript. Additional courses will be considered as certificate courses and a separate official letter will be issued as proof of having completed these courses.

- For students who repeat a certain course, the better of the two grades will be reported on transcript and counted towards CGPA.

- The maximum time allowed to complete the undergraduate, graduate, post-graduate, and doctorate degree is 7 years, 5 years, 5 years, and 5 years respectively. Time limit can be extended with the approval of the Academic Heads Committee by only one semester maximum.

- Without completing all degree requirements, including, clearance of financial dues, completing the required courses, internship, passing of the Comprehensive Examination, and applying for final transcript, a student will NOT be allowed to continue on for MBA Completion of pre-requisites is a necessary condition to advance to higher degree programs.

- Students must complete the internship requirements and pass Comprehensive Examination (if required for the degree) within maximum degree completion time as applicable for the degree for which the student was enrolled.

- Majors are not mentioned on the Transcript, the Pass Certificate, and Degree.
Communication of Grades, Issuance of Transcripts and Degrees

- At the end of every semester, grades awarded for all examinations are posted on ZabDesk as ‘Tentative Results.’

- Semester grades are only issued upon request through official Letter Grade Form at the end of a semester on the payment of fee.\(^4\)

- Final Transcript and Pass Certificate are issued only after graduation and completion of all degree requirements and filling of Final Transcript and Degree Clearance Form.

- Degrees are issued after the Convocation has been held.

- Students can request for duplicate Transcripts and Degrees after filling out the Duplicate Transcript/Degree Form. Please note that the minimum processing time for such requests is about one month for duplicate Transcripts, one month for duplicate Degrees, and two working weeks for urgent duplicate Degree. There is a fee\(^5\) for duplicate Transcript /Degree.

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<tr>
<th>Name</th>
<th>Designations &amp; Emails</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Mr. Mateen Khan</td>
<td>Record Officer</td>
<td>Ext # 110</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mateen@lrk.szabist.edu.pk">mateen@lrk.szabist.edu.pk</a></td>
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<tr>
<td>Mr. Imran Khan Khichi</td>
<td>Assistant Record Officer</td>
<td>Ext # 110</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:imrankhichi@lrk.szabist.edu.pk">imrankhichi@lrk.szabist.edu.pk</a></td>
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Timings
9:00 am - 6:00 pm (Mondays-Fridays)
9:00 pm - 5:00 pm (Saturdays)
(Sundays Closed)

Program-specific requirements for degree completion

This information is provided in the Prospectus and Course Catalogue.

\(^4\) Refer to Annexure B
\(^5\) Refer to Annexure B
Honor List, Gold Medals, and Convocation

Honor List and Gold Medals

- Students securing a GPA 4.00 during the semester with full course load are recognized as honor students, and they are awarded a Certificate of Honors at the end of the semester.

- Academic Gold Medals are awarded at Convocation to graduating students securing CGPA 3.75 and above with full workload (extra course not allowed) and having completed degree requirements with their own batch.

- Corporate Gold Medals are awarded to graduating students securing minimum CGPA of 3.25, with the highest marks in the elective course, in the graduating batch.

Convocation

- Degrees are awarded to all applicants in a formal Convocation every year, who have completed all the degree requirements.

- To become eligible for the Convocation, students who have completed all degree requirements must fill and submit at the Records Office, the Final Transcript and Degree Clearance Form within 2 weeks after official closing of semester.

* 6Full workload for each Program is mentioned in the Prospectus.
* 7Carrying the registration number of the batch admitted into and starting/registering in the first semester post-admission.
* 8Students receiving the Corporate Gold Medals are required to arrange sponsors.
<table>
<thead>
<tr>
<th>Services and Facilities for the Students</th>
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<tbody>
<tr>
<td>Library</td>
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<tr>
<td>Computer Labs</td>
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<tr>
<td>Wi-Fi Technology Usage</td>
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<td>ZabSolutions</td>
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<td>Hostel</td>
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<tr>
<td>Executive Development Center</td>
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<tr>
<td>Student Activities and Clubs</td>
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<tr>
<td>Photocopy Shop and Cafeteria</td>
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</table>
Library

Library is a shared facility for the benefit of all students. Consequently, following polices are in place to ensure a beneficial learning environment for the student community.

- A student can borrow two books simultaneously for a period of three days.
- Borrowed books can be renewed only once for an additional period of three days. This can be done over internet or telephone.
- Reference books, periodicals, magazines, and newspapers can be consulted in the library premises.
- SZABIST has access to HEC digital library. Students can access all the databases in the library within SZABIST 's premises using the following link: http://www.digitallibrary.edu.pk/szabistkhi.html
- Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via internet (zablis.szabist.edu.pk). To ensure maximum availability of books, a book can be reserved for three days only and is not renewable.
- To ensure that students, at large, continue to benefit effectively from the Library, it is important that the Library is able to maintain an adequate stock of books in good condition. Hence, the Library will adhere to the following rules for the replacement and restoration of the books.

Books will be inspected when returned.
- In case of damage, full price of the book will be charged.
- In case of a loss, 200 percent of the price of the book will be charged.
- Students are not allowed to mark, write on, or highlight the text of the book.
To ensure a quiet and peaceful study and reading environment in the Library, students are encouraged to carry out group studies in the study rooms and the class rooms, instead in the Library.

Librarian has the final authority to cancel or suspend the Library privileges of those students who fail to respect the right of other students to use the Library in a quiet and peaceful manner. The suspended students will have to surrender their Library card and will not be allowed to enter Library premises for two weeks.

To instill a sense of accountability, name of suspended student will be displayed on the notice board.

Timings
9:00am to 5:00pm (Mondays-Saturdays)
(Sundays Closed)
Computer Labs

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

In order for all students to benefit equally from the computer lab facilities, following rules are to be followed:

Lab Availability

- Computer Labs are open to all students for computing and printing facilities from 9:00 am to 5:00 pm from Monday to Saturday.
- To avoid disruptions, students are not allowed to enter the labs while classes are in progress.
- Color and laser printing is available at nominal cost.
- Printing facility is available on a first-come, first-served basis. To ensure proper closure of the lab, material for printing will not be accepted half an hour before closing time.
- Students have the facility to buy papers from the photocopying shop for printing in labs.
- Also, to ensure the integrity of the network, students are not allowed to install their own software programs on SZABIST computers. Should additional software be required to undertake a course-related assignment, please seek the written approval of the concerned faculty and contact the Manager Systems well in advance to make arrangements for loading the software only on specific workstations.
- To handle sudden and abrupt power interruptions, a five minutes power backup is available for all computers. All users are advised to regularly save their work. Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.
Lab Availability

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

- To ensure peaceful atmosphere, clean and proper functioning of equipment for all students, eating, smoking, drinks, use of cell phones, and playing video games on SZABIST computers are not permitted. As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean. All trash must be placed in the trash cans provided in the Lab.

- Placement of equipment and other furnishings in the computer lab have been done considering the convenience of all the students. Consequently, students are not allowed to move or rearrange any equipment without permission of the staff.

- To protect the privacy of everyone, passwords must NOT be disclosed to anyone, under any circumstances.

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

Login Account Policy

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

- No one is allowed to log-on using someone else’s user ID and password.

- To protect your own self from unscrupulous users, make it a habit to log-off at the end of each session. Please note that you are fully responsible for any actions taken by an unauthorized user using your login account. Remember to log-off at the end of your session.

- If you are compelled to be away from the terminal for more than 15 minutes, you must log-off unless there is a process running which may take longer to complete. In such a case, inform the Lab Administrator to ensure that your user account and work are protected.

- Students are required to change their password once a month.

- At the time of registration, a separate user ID and password is assigned to all students to access the ZabDesk.
Workstation Reservation Policy

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

Workstation Usage Policy

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Designations and Emails</th>
<th>Location and Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Qadeer Hussain</td>
<td>Network Administrator <a href="mailto:qadeer@lrk.szabist.edu.pk">qadeer@lrk.szabist.edu.pk</a></td>
<td>Labs 1 &amp; 2 Ext # 116</td>
</tr>
<tr>
<td>Mr. Siraj Ahmed Kandhro</td>
<td>Lab Administrator <a href="mailto:siraj@lrk.szabist.edu.pk">siraj@lrk.szabist.edu.pk</a></td>
<td>Labs 1 &amp; 2 Ext # 116</td>
</tr>
<tr>
<td>Mr. Mudasar Siyal</td>
<td>Lab Assistant <a href="mailto:mudasarsiyal@lrk.szabist.edu.pk">mudasarsiyal@lrk.szabist.edu.pk</a></td>
<td>Lab 1 &amp; 2</td>
</tr>
</tbody>
</table>
Wi-Fi Technology

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

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<th>Name</th>
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<tr>
<td>Mr. Qadeer Hussain</td>
<td>Network Administrator</td>
<td>Ext # 116</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:qadeer@lrk.szabist.edu.pk">qadeer@lrk.szabist.edu.pk</a></td>
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Timings
9:00 am - 5:00 pm (Mondays-Saturdays)
(Sundays Closed)

Software Developer (ZabSolutions)

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<tr>
<th>Name</th>
<th>Designations &amp; Emails</th>
<th>Location and Extension</th>
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<tbody>
<tr>
<td>Mr. Kamran Wali Jan</td>
<td>Manager Development</td>
<td>100 Clifton - Ext # 118</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kamran.wali@szabist.edu.pk">kamran.wali@szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Ghulam Murtaza Abbasi</td>
<td>Senior Software Engineer</td>
<td>100 Clifton - Ext # 118</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:murtaza.abbasi@szabist.edu.pk">murtaza.abbasi@szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Furqan Ahmed Siddiqui</td>
<td>Senior Software Engineer</td>
<td>100 Clifton - Ext # 118</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:furqan@szabist.edu.pk">furqan@szabist.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Adeel Baig</td>
<td>Web Developer cum Designer</td>
<td>100 Clifton - Ext # 118</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:adeel.baig@szabist.edu.pk">adeel.baig@szabist.edu.pk</a></td>
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Hostel

Separate Hostel facility for Boys and Girls is available with in the campus premises.
Executive Development Center

SZABIST Executive Development Center (EDC) facilitates students in the completion of their degree requirements, personal development, job placements and keeps in touch with the alumni for profile update, relationship building, and mentoring.

Job & Internship Placement

EDC in collaboration with the industry arranges on-campus recruitment drives and management trainee programs of reputable national and multinational companies. EDC keeps students informed on job openings in the corporate sector throughout the year through noticeboards, e-groups, and social networking platforms.

To bridge the gap between classroom and work situation, SZABIST has instituted a mandatory internship program of 6 weeks duration.

Graduate Directory

The EDC compiles students’ profiles and publishes the annual Graduate Directory, for improving the employability of SZABIST graduates in credible organizations.

Alumni Relations

It is EDC’s endeavor to keep in touch with the SZABIST Alumni and update information about their current employment status and contact details. To strengthen the bonds with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors.

*9 A degree completion requirement for most programs.
Corporate Networking

The Executive Development Center serves as a liaison between job seeking SZABIST graduates and organizations through relationship building and networking with the most coveted companies in Pakistan.

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ms. Sehrish Abro</td>
<td>Incharge EDC, <a href="mailto:sehrish@lrk.szabist.edu.pk">sehrish@lrk.szabist.edu.pk</a></td>
<td>Ext # 140</td>
</tr>
<tr>
<td>Ms. Roohi Kanwal</td>
<td>Member EDC</td>
<td></td>
</tr>
<tr>
<td>Mr. Jai Kishan</td>
<td>Member EDC</td>
<td></td>
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<tr>
<td>Mr. Abdul Salam</td>
<td>Member EDC</td>
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<tr>
<td>Mr. Waqas Mazhar</td>
<td>Member EDC</td>
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</table>

Timings
9:00 am - 5:00 pm (Mondays - Friday)
(Sundays Closed)
Student Activities and Clubs

Student Activities

SZABIST Management firmly believes that to inculcate confidence, initiative, and entrepreneurial talent, which will serve SZABIST students well in their professional careers, it is important that students be given an opportunity to exercise and develop these skills during the course of their studies. As a result, students are strongly encouraged to join, participate, and assume leadership roles in the various student associations, clubs, and organizations.

- Debate Club
- Islamic Club
- Sport Club
- Outdoor Activity Club
- HR Club
- Finance Club
- Retail Management Club

Check with the student advisor if you wish to participate in any of these activities or are interested in opening a new club society at SZABIST.

- Mentor Groups formed by senior students are available to assist incoming / junior student with their academic problems. Check with the Program Managers for information on these mentor groups.

- Annual newsletter is published regularly jointly by the faculty & students. Previous issues are available in the library. Those wishing to join the editorial Board should contact the editor of the newsletter or Program Managers.

- Student publications in magazines and newspapers are encouraged. Rewards per article (with SZABIST name\textsuperscript{10}) and (without SZABIST name\textsuperscript{11}). Program Managers approval on quality of article is required.

\textsuperscript{10}. Reward Rs. 1000/=  
\textsuperscript{11}. Reward Rs. 500/=
Photocopy Shop and Cafeteria

Photocopy Shop

Photocopy facility located at SZABIST Larkana Campus, is available to the students at a very nominal cost.

Similarly, printing facilities are also available through the Computer Labs at nominal cost (See Annexure B).

Cafeteria

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

Timings of Cafeteria
7:00 am – 10:00pm (Mondays - Saturdays)
Sundays Open
General Policies and Procedure

Scholarships and Financial Assistance
Fee Payment
Plagiarism
Code of Conduct and Care for the Environment
Annexures
A: List of Forms
B: List of Registration Charges, Fines and Penalties

“Education is what remains after one has forgotten what one has learned in school.”

Albert Einstein
Financial Assistance

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

Two main methods of providing financial assistance are “Fee Concessions”, and “Scholarships”. All scholarships cover full or partial tuition fee, however, in some cases scholarships also cover admissions fees and transportation. The two types of scholarships available are “SZABIST funded Scholarships” and “External Donor Agencies funded Scholarships”.

SZABIST funded Scholarships

**SZABIST-Merit Scholarships**

- The eligibility criterion for the merit scholarship is a minimum GPA of 3.50. Scholarships are awarded from second semester onwards for programs and are renewable for each semester depending on the student’s performance.

External Donor Agencies funded Scholarships

SZABIST also awards scholarships in collaboration with external donor agencies, such as:

- Sindh Endowment Fund
- Balochistan Endowment Fund
- Various community based scholarships are also available.

Please contact the Financial Assistance and External Relations Department if you wish to be considered for any of the above.

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<th>Name</th>
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<tr>
<td>Mr. Shahid Hussain</td>
<td>Finance Officer <a href="mailto:shahidsoomro@lrk.szabist.edu.pk">shahidsoomro@lrk.szabist.edu.pk</a></td>
<td>Ext # 108</td>
</tr>
<tr>
<td>Ms. Rizwana Bhutto</td>
<td>Accountant <a href="mailto:rizwana@lrkszabist.edu.pk">rizwana@lrkszabist.edu.pk</a></td>
<td>Ext # 108</td>
</tr>
</tbody>
</table>

Timings
9:00 am - 5:00 pm (Mondays-Saturdays)
(Sundays Closed)
Fee Payment Policy

All tuition fees should be paid at United Bank Ltd. (Selected Branches) through cash, cheque, pay order or demand draft during banking hours. Students are required to fill out a bank challan, available at the bank and obtain a copy of it for their records.

- Current tuition fees and all dues for the previous semester are to be submitted at the beginning of the semester. The deadline to pay the tuition fees is by the end of second week of classes (end of first week for summer semester).

- Fee paid after due date will entail a late surcharge\(^2\) per course.

- If fee is not paid by the end of fourth week of classes (two weeks for summer semester), the student will not be allowed to attend classes and appear for exams.

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<tr>
<td>Ms. Rizwana Bhutto</td>
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<tr>
<td></td>
<td><a href="mailto:rizwana@lrk.szabist.edu.pk">rizwana@lrk.szabist.edu.pk</a></td>
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</tbody>
</table>

Timings
9:00 am - 5:00 pm  (Mondays-Saturdays)
(Sundays Closed)

* 12 Refer to Annexure B
Plagiarism Policy

SZABIST has a very strong culture of academic integrity, and zero tolerance for plagiarism is an integral part of this policy. Any student who commits plagiarism will be awarded a ‘F’ grade in the course. SZABIST employs HEC subscribed Turnitin software for Research Reports, Independent Studies, Theses and Dissertation to detect and weed out plagiarism. Please note that the threshold for plagiarism is under 10 percent.

Plagiarism and Academic Dishonesty

Without adequate citation, the following are termed as Plagiarism and Academic Dishonesty:

- The appropriation and paraphrasing of an idea, argument, or information from a published source.
- The use of maps, charts tables, images, song lyrics, data sets, computer course code, mathematical formulations, movies, or new-media compositions.
- The use of online software to solve complex mathematical, statistical or design-related problems.
- The submission of the same work, presentation, essay, etc, in whole or in part in more than one courses without permission from each faculty member to whom the work is submitted constitutes academic dishonesty.

To elaborate on the above definitions, some of the illustrative examples of plagiarism include:

- Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.
- The use of surrogates, substitutes, stand-ins or their services to do and or prepare work that is submitted as one’s own.
- The use of previously submitted papers or work, written by other students or individuals.
- Misappropriation of research materials.
- Any unauthorized access of an instructor’s file or computer account.

For more information please visit www.zabdesk.szabist.edu.pk and www.plagiarism.org.

Learning how to cite the sources correctly is crucially an important aspect of all academic endeavors. The following website provides useful summary of the four major styles of citation:

http://owl.english.purdue.edu/owl/section/2/
Code of Conduct and Care for the Environment

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

- In order to create a learning conducive environment, students are expected to conduct themselves in an orderly, polite, and ethical manner.
- To ensure a clean atmosphere, for the student and safety of building, the safety of the books/library and equipment, the following are prohibited:
  - Eating/drinking in the library, class rooms, laboratories and study rooms.
  - Littering on the campus.
  - Throwing utensils/cups/bottles (disposal only) on campus, and not in garbage; after use utensils should be returned to the canteen.
  - Disfiguring furniture and other property by scratching and graffiti.
- For the sake of everyone’s health, students’ eating “paan” is prohibited and smoking of cigarettes in the non-smoking areas of campus is also strictly prohibited.

- SZABIST places a high priority on ensuring an environment conducive to learning for all its students. As a result, those who with their words, actions, and behavior, deemed unbecoming of a SZABIST student, disrupt and disturb their fellow students’ learning opportunities, will be appropriately disciplined by any member of the faculty, including debarring entry to the campus premises for one day.

- For the sake of students’ safety, the campus premises will be vacated and closed at 06:00 pm.

- Students’ vehicle parking is at their own risk. Please be aware that SZABIST does not take any responsibility for the security of your vehicle, or the contents therein.

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

- To prepare students for a successful induction in professional life (SZABIST Forums and important events) are designated as “Formal Dress Days.” On these days, all students are expected to dress smartly while wearing of tie is mandatory for all male students. In order to ensure that the image of the Institution and its student body is preserved, students violating the above rules can be penalized, including by being sent home.

- All students are responsible for their personal belongings, the SZABIST administration is not responsible for any loss or damage incurred.

- Every SZABIST student is expected to conduct himself/herself in an environmentally conscious manner by practicing the following precepts.
Given below are a number of very practical steps that students are expected to observe to not only protect the environment, but also reduce the cost of operating the campus premises.

**Turn off electrical power when not in use; few example are:**

- **Light:** Use minimum. Turn off when leaving the room etc.
- **Fans:** Turn off when leaving the room. Turn down for unused areas of the larger rooms, such as in the library, etc.
- **ACs:** Set thermostat at reasonable level. Turn off when not in use.
- **Hallways:** Turn off lights, except when absolutely necessary.

**Water/Sanitation**

- Use minimum quantity.
- Turn off water when not in use.
- Avoid spillage such as on the floor, mirrors, etc.
- Keep bathrooms clean, dry, and hygienic.
- Report all malfunctions immediately to Administration.
- “Ablution” is to be carried out in a separate area reserved for this purpose.

**Note:** That sterilized and filtered water is available separately for drinking purpose.
Process of Disciplinary Review

Student(s) who violate the rules and breach the code of conduct are doing a great disservice to their fellow students by disrupting their studies and blemishing the name of their alma mater.

The Disciplinary Committee is authorized to take action against these students. Reflecting SZABIST’s belief in fairness, the Disciplinary Committee will observe the following procedure.

- In case of misbehavior by a student, the Committee will review the complaint lodged by faculty, staff or students. The student who is alleged to have committed the breach is provided an opportunity to respond to the complaint. If the Committee is not convinced of the student’s explanation, he/she can be subject to one or all of the following penalties:
  - Warning letter to student
  - Letter of apology by the student
  - Meeting with Parents, if severe violation is committed by the student
  - Suspension for a week to three weeks
  - Expulsion from the Institute
- Students and his/her parents are provided an opportunity to appeal for reconsideration of the expulsion penalty by submitting a written application

The composition of the Disciplinary Committee is as follows:

- Representative from Administration
- Student Advisor
- Relevant Program Manager
# ANNEXURE - A

## LIST OF FORMS

All Forms are available at the Reception Desk.

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<th>Form</th>
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<tr>
<td>Approval of Thesis/Dissertation Form</td>
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<tr>
<td>Auditorium Usage Request Form</td>
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<td>Campus Transfer Form</td>
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<td>Certificate Student Form</td>
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<tr>
<td>Comprehensive Exam Request Form</td>
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<tr>
<td>Degree Completion Form</td>
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<tr>
<td>Duplicate Transcript/Degree Form</td>
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<tr>
<td>Final Degree Request Form</td>
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<tr>
<td>Final Transcript and Pass Certificate Request Form</td>
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<tr>
<td>Graduate Ceremony Registration Form</td>
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<td>Internship Confirmation Form</td>
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<td>Internship Reference Letter Request Form</td>
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<td>Internship Request Form</td>
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<td>Internship Waiver Form</td>
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<td>Letter Grade/Migration Letter Request Form</td>
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<td>Program Continuation Form</td>
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<td>Reference Letter Form</td>
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<td>Request Form</td>
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<tr>
<td>Security Deposit Refund/Transfer Form</td>
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<tr>
<td>Software/Hardware Copyright Form</td>
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<td>Special Exam Request Form</td>
</tr>
<tr>
<td>Survey of Graduating Students Form</td>
</tr>
<tr>
<td>Transfer Course Form</td>
</tr>
</tbody>
</table>
**LIST OF FORMS**

All Forms are available at the Reception Desk.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (Rs)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Charges/Fines/Penalties</td>
<td>1,500</td>
</tr>
<tr>
<td>Absence in Forums/Video conferencing/IS Advisor Meetings</td>
<td>500</td>
</tr>
<tr>
<td>Cheque return charges</td>
<td>1,000</td>
</tr>
<tr>
<td>Comprehensive exam fee (per attempt)</td>
<td>6,500</td>
</tr>
<tr>
<td>Duplicate degree</td>
<td>7,500</td>
</tr>
<tr>
<td>Duplicate degree (urgent)</td>
<td>2,000</td>
</tr>
<tr>
<td>Duplicate final transcript</td>
<td>500</td>
</tr>
<tr>
<td>Formal Dress Day Penalty</td>
<td>500</td>
</tr>
<tr>
<td>Degree and Convocation Fee(^{13})</td>
<td>5,500</td>
</tr>
<tr>
<td>Laser Black Printing per page</td>
<td>5</td>
</tr>
<tr>
<td>Laser Color Printing with graphics per page</td>
<td>20</td>
</tr>
<tr>
<td>Laser Color Printing without graphics per page</td>
<td>15</td>
</tr>
<tr>
<td>Late book return (per day)</td>
<td>30</td>
</tr>
<tr>
<td>Late fee per course</td>
<td>500</td>
</tr>
<tr>
<td>Late registration</td>
<td>1,000</td>
</tr>
<tr>
<td>Late arrivals at Forums/Video conferencing</td>
<td>500</td>
</tr>
<tr>
<td>Loss of book</td>
<td>200% of price</td>
</tr>
<tr>
<td>Off-line examination conduction fee at other campuses</td>
<td>2,500</td>
</tr>
<tr>
<td>On-line examination conduction fee at other campuses</td>
<td>5,000</td>
</tr>
<tr>
<td>Smoking in Non-Smoking areas of Campus</td>
<td>500</td>
</tr>
<tr>
<td>Transfer to other SZABIST Campus</td>
<td>25,000</td>
</tr>
<tr>
<td>Tampering with computer</td>
<td>1,000</td>
</tr>
<tr>
<td>Writing on desk and walls, etc.</td>
<td>500</td>
</tr>
</tbody>
</table>

**EMBA retake fee:**

Mid-term exam 1/6 of prevailing course fee
Final exam 1/3 of prevailing course fee

\(^{13}\) This fee is subject to change as per the decision of the Convocation Committee.