



SZABIST

Discover
Yourself

Student
HANDBOOK
2022



Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
Karachi - Islamabad - Larkana - Hyderabad - Ghoro - Dubai



We Just Don't Work Hard
 We Work Smart



Student
HANDBOOK
2022



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

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WELCOME MESSAGE BY THE CHANCELLOR



Based on the vision articulated by Shaheed Zulfikar Ali Bhutto of a self-reliant Pakistan, SZABIST was established in 1995 to offer a path to high quality education, knowledge, research and holistic development.

Keeping in view the standards of tertiary education and market requirements, SZABIST pays special attention to grooming students as industry's future leaders and offers degrees in the disciplines of Management Sciences, Computing and Engineering Sciences, Media Sciences, Social Sciences, Law, Biosciences and Education Leadership Management.

Taking forward the mission of our Founding Chancellor, Shaheed Mohtarma Benazir Bhutto, SZABIST has come a long way and is today recognized as one of the best business schools in the country by the Higher Education Commission (HEC) of Pakistan. SZABIST is also rated as an "Outstanding" institution by the Charter Inspection and Evaluation Committee (CIEC), Government of Sindh.

SZABIST is the perfect platform where students can discover their capabilities and strengths while learning to overcome their weaknesses to achieve their educational, professional and personal aspirations.

This Handbook is designed to help you, the students, to familiarize you with SZABIST's policies and procedures, to make your experience as a student both rewarding and successful.

I congratulate you on your decision to become a part of SZABIST and I welcome you on a journey enriched with learning and discovery.

Dr. Azra Fazal Pechuho
Chancellor
SZABIST

WELCOME MESSAGE BY THE PRESIDENT



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

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

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

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

Shahnaz Wazir Ali (S.I)
President
SZABIST



WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS



A great leader Mr. Nelson Mandela said: "Education is the most powerful weapon which you can use to change the world."

SZABIST has seen exponential growth in its programs, students, and physical infrastructure since its inception in 1995. This could be possible with the full support of its Management, especially of its worthy Chancellor, Dr. Azra Fazal Pechuho.

The whole purpose of education is to create "Analytical Minds". As a responsible institution, we just don't believe in classroom studies but believe in complete personality development. Our various students' societies are quite active, the purpose of which is to provide the students a platform to lead and learn to be a great team player by giving them

opportunities to arrange different curricular and extra-curricular activities, which makes them good leaders globally competitive, morally upright, and well-rounded, disciplined individuals.

We at SZABIST call our students our "Products" not our "customers" as we run our institution professionally not pure commercially. To facilitate the students getting internships, scholarships, and job placement, we have proper departments that regularly invite leading companies and students for "Recruitment Drives". We also periodically organize "Job Fairs" at our campus. Due to these efforts put in by our highly professional people, 90% of graduates manage to get jobs within the first three months of their graduations.

SZABIST now has six campuses in Karachi, Islamabad, Larkana, Hyderabad, Gharo, and Dubai. SZABIST is the only Pakistani institution having its campus in Dubai International Academic City since 2003, competing with the world's leading institutions. Karachi campus is the mother campus having more than 8000 students enrolled in its 40-plus academic programs in Management Sciences, Computer Science, Social Sciences, Media Science, Life Sciences, Education, Mechatronic Engineering, and Law. Our three-year LLB program is offered in collaboration with the University of London.

SZABIST programs comply with HEC recommended course plans and are accredited by regulatory bodies such as NBEAC, NCEAC, PEC, NACTE, and CIEC. The learning outcomes of the programs ensure to create critical & creative thinking, acquire problem-solving skills, and professionally handle all pedagogical tools. We are fully aware that a University without Research is like a "Body" without a "Soul"; therefore, we emphasize research activities at all levels of our programs.

Finally, I thank all the newcomers for choosing SZABIST for their academic pursuits and wish them a happy stay during the entire period of their course of studies. I expect, as SZABISTIAN, you will show a high level of maturity through your conduct and actions.

Prof. Dr. Mohammad Altaf Mukati

Vice President (Academics)

SZABIST

WELCOME MESSAGE BY THE VICE PRESIDENT DEVELOPMENT AND FINANCE



We are delighted to welcome you to SZABIST. Students here are among the best anywhere in the world. We are so proud of SZABIST and so glad you are joining us!

Our institute's mission is to produce highly qualified professionals to meet national and global contemporary needs; conduct cutting-edge research and development and hi-tech scientific and technological expertise to enable you to meet the current and future economic challenges.

Shaheed Mohtarma Benazir Bhutto Prime Minister of Pakistan established this institute on the vision of her father Shaheed Zulfikar Ali Bhutto Prime Minister of Pakistan to be a globally recognized institute of excellence in education, research, development and distinction. Currently run under the leadership of Chairperson Bakhtawar Bhutto Zardari and guidance of Chancellor Dr Azra Fazal Pechuho along with experienced trustees from the private, public and legal sector the institute has emerged into one of the top higher educational institute of Pakistan.

Our faculty comprises of the most talented teachers, researchers and scholars. They are accessible, committed and passionate about the work they do. Our staff members are efficient and work hard to provide all the support needed. They listen to you and welcome ideas to make changes to suit your needs. Our Student Support Services conducts round the year extracurricular activities. Our students are talented, enthusiastic and caring colleagues; Our Alumni are at national and multinational organization and help in providing the networks required to succeed in life. Our institute prepares you for leadership roles giving you the knowledge and skills and at the same time promotes ethics and values; it believes in treating people with courtesy, dignity and respect.

As a SZABIST student, you are part of a very special collaborative community. Whatever your discipline, you will enjoy life at SZABIST. Take advantage of it This student handbook provides you the rules and regulations to guide you through your journey at SZABIST.

Welcome to SZABIST. Wish you a rewarding time with us.

Nasreen Haque

Vice President (Development And Finance)
SZABIST



WELCOME MESSAGE BY VICE PRESIDENT ADMINISTRATION



I am delighted to welcome you to Shaheed Zulfikar Ali Bhutto Institute of Science and Technology. At SZABIST, you will become part of a strong and supportive community that values academic excellence and diversity.

The unfailing dedication and vision of Shaheed Mohtarma Benazir Bhutto has led SZABIST to grow into an exceptionally well established Institution.

SZABIST provides an opportunity to students not just to acquire quality education but also to establish their future in obtaining jobs at renowned national and international organizations. Today, many graduates of SZABIST, have successfully secured good positions in most of the multinational firms known around the

world, succeeding in their own businesses, in influential international and non-governmental organizations.

We hope and encourage you as well, to make a mark for yourself and we are certain that you too will scale the heights of success and overcome challenges of the new era.

We also encourage our students to promote a campus environment that is respectful, supportive and safe.

It is hoped that the Student Handbook 2022 will serve as a useful guide in planning out your academic journey.

I hope each of you have a fruitful learning experience here at SZABIST.

Imtiaz Kazi

Vice President Administration
SZABIST

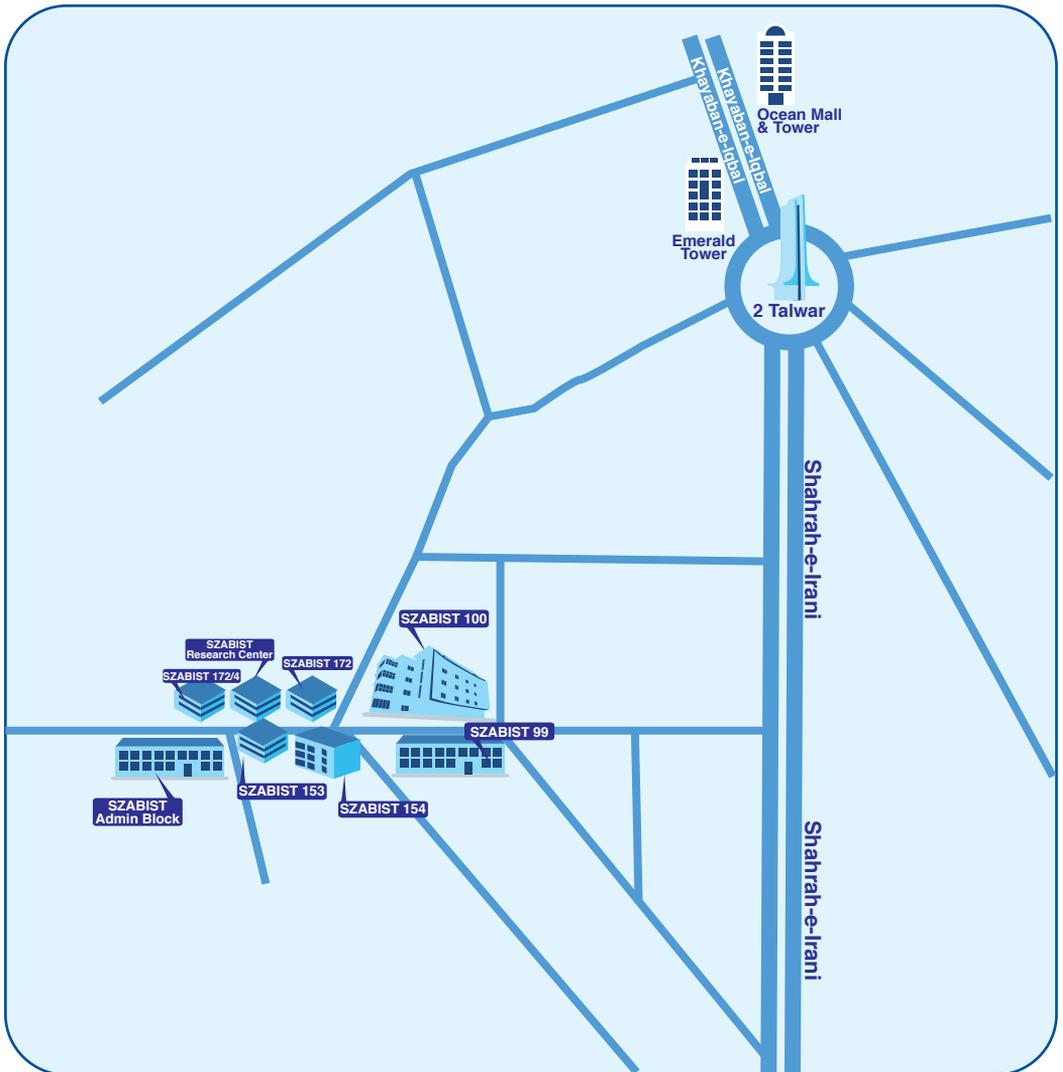
PREFACE

This edition of the Student Handbook has been compiled to communicate to you, the rules, policies and procedures governing the student body, and also to describe the services available to you as a student. For your convenience, a copy of the handbook is maintained on the SZABIST website at www.szabist.edu.pk. While going through the Student Handbook 2022, you will be able to identify key departments, their functions and personnel who will help you throughout your association with SZABIST. In case you require any clarifications, do contact your Program Manager and Student Advisor, who have been appointed to support you; their contact details are on pages 1-6.

We wish you a successful educational experience at SZABIST.



SZABIST CAMPUS MAP (KARACHI)



LIST OF ABBREVIATIONS & ACRONYMS

AC - Academic Council
BABS - Bachelor of Arts in Business Studies
BASR - Board of Advanced Studies and Research
BBA - Bachelor of Business Administration
BoS – Board of Studies
BS (Biosciences) - Bachelor of Science in Biosciences
BS (Computing Science) - Bachelor of Sciences in Computing
BS (Accounting and Finance) - Bachelor of Science in Accounting and Finance
BS Entrepreneurship - Bachelor of Science in Entrepreneurship
BE (Mechatronics) - Bachelor of Engineering in Mechatronics
BS (Media Sciences) - Bachelor of Sciences in Media Sciences
BS (Social Sciences) - Bachelor of Sciences in Social Sciences
CGPA - Cumulative Grade Point Average
DC - Doctoral Committee
DC Case - Disciplinary Committee Case
EDC - Executive Development Center
ELM - Educational Leadership and Management
EMBA - Executive Master of Business Administration
ERFA – External and Financial Assistance
GPA - Grade Point Average
HEC - Higher Education Commission
HoD - Head of Department
IRS - Independent Research Study
JISR - Journal of Independent Studies and Research
LLB - Bachelor of Law
MBA - Master of Business Administration
MoA - Master of Advertising
MS - Master of Science
NRC - National Research Conference
ORIC - OFFICE OF RESEARCH, INNOVATION & COMMERCIALIZATION
PA - Personal Assistant
PM - Program Manager
PhD - Doctor of Philosophy
PSO - Program Support Officer
R-CEDA – Research Centre for Entrepreneurial Development and Advancement
RC - Research Committee
SA - Student Adviser
SAA - Sindh Abhyas Academy
SDRC – Sustainable Development and Research Centre
SSS - Student Support Services

LOCATION OF OFFICES AT SZABIST (Karachi Campus)

Dean/Head of Departments/Program Managers

	Campus	Floor	Room #
BBA Program Manager (Years1&2)	99	Ground	08
Acting Dean, Faculty of Management Science Department	99	Ground	09
MS/MS , PhD MS Program Manager	99	Ground	10
Vice President Academics, Dean (Computing & Engineering Sciences)	99	First	21
HoD Management Science & Student Support Services / BBA 3&4 Years Program Manager	99	First	31
MBA Eve 72 / MBA Day 36 / EMBA Program Manager	99	First	32
MBA 36 Credit Program Manager	99	First	33
BABS / BS Entrepreneurship Program Manager	99	First	34
BS A&F / MBA B&F Program Manager	99	First	35
MPM / MSPM / CILT Program Manager	99	First	36
BE Mechatronic Program Manager	100	Third	304
BS-Computer Science Program Manager	100	Ground	105
MS-Computer Science Program Manager	100	Ground	107
Head of Computing Program	100	First	203
Head of BE-Mechatronics Program	100	Third	403
Head of LLB Program	154	Ground	109
Head of Public Health Program & Program Manager of Public Health Program	172	Ground	04
Dean of Life Sciences & Biosciences Department / Head of Research Committee	172	First	08
Program Manager of BS Biosciences & BS Biotechnology Program	172	Ground	04
Head of Media Science Department & BS Media Program Manager	172/1	First	02
Master of Advertising / Media Science Program Manager	172/1	First	03
Head of Education Department	172/4	Ground	01
BS Social Sciences Program Manager	172/4	Ground	03
English Program Manager	172/4	Ground	03
Dean, MS/PhD Social Sciences and Education Department	172/4	First	05

79 Building

	Floor	Room #
Internal Auditor Office	Ground	01
Vice President Planning & Finance	Ground	02
PA to VP Planning & Finance	Ground	03
Procurement Office	Ground	04
Admin Office	Ground	05
Project R & D Planning Office	Ground	06
Library	Ground	07
Vice President Administration	First	08
PA to VP Administration	First	09
Finance Office	First	10
Manager HR Office	First	11
Human Resource Office	First	12
Library	First	13

LIST OF ABBREVIATIONS & ACRONYMS

99 Building

	Floor	Room #
Director IT	Ground	01 -A
Data Centre	Ground	01 -B
PhD Faculty Offices	1ST Floor	2 & 3
Class Rooms	Ground	04, 05, & 06
Conference Room	Ground	11
Reception Desk	Ground	12
Training Room	Ground	13
Board Room	Ground	14
Chancellor's Office	Ground	15
President's Office	Ground	16
Executive Secretary to the President	Ground	17
Auditorium	Ground	18
Senior Manager University Affairs	First	19
Academic Office (Class schedules and other student queries)	Ground	-
Photocopier (Back Area)	Ground	-
Cafeteria and Seating (Back Area)	Ground	-
Registrar Office	First	20
P.A to V.P. Academics	First	22
NBEAC Focal Person Secretary Board of Studies & Board of Faculty	First	23
Records Office	First	24
Executive Development Center	First	25
Examination Department	First	26
Institutional Research Department /Quality Enhancement Cell	First	27
Management Science Faculty Offices	First	28
Faculty Offices 1, 2 & 3	Ground/First	37,38 & 40
Program Support Officer	First	39
Class Rooms	Second	42 to 52

100 Annex Building

	Floor	Room #
Day Care Centre	First	M-21
Student Counselling Room	First	M-22
Academic Office	First	M-23
Academic Controller / Student Affairs Advisor	First	M-24
Electronic Lab	Second	M-32
Media Lab	Second	M-33
Faculty Offices	Third	M-41
Zab FM 106.6 Radio Station	Third	M-42
ZAB Solutions	Third	M-43
Faculty/Staff Office	Third	M-44

100 Building

	Floor	Room #
Reception Desk Entrance	Ground	100
Faculty Offices	Ground	101
Academic Office (Class schedules and other student queries)	Ground	102
Head of IT, Lab Administrator	Ground	103
Class Rooms	Ground	104 & 106
CS Computer Lab	Ground	108
Student Activity Room 1	Ground	109
Student Activity Room 2	Ground	110
Photocopier Shop	Ground	111
Cafeteria and Seating Area	Ground	112
Class Rooms	First	202 & 208
Smart Lab	First	205
Computer Labs (3&4)	First	206 & 207
Faculty Offices	First	200, 200 & 204
Class Rooms	Second	201, 203, 204
Faculty Offices	Second	301, 303 & 304
Girls Common Room	Second	306
Computer Lab (5)	Second	308
Faculty Office	Third	401, 403 & 404
Boys Common Room	Third	406
Class Rooms	Third	402,405,407,408, 409 & 410
Gaming Lab	Forth	411
IT Hardware Room	Forth	412

154 Building

	Floor	Room #
Reception	Ground	104
LLB Program Support Officer	Ground	105
Classroom	Ground	106, 107 & 108
Biosciences Lab 1	Ground	113
Industrial & Automation Lab	Ground	114
Instrumentation & Control Lab	Ground	115
Thermo Fluids Lab	Ground	116
Mechanics Lab	Ground	117
Media Studio	Ground	118
Faculty Offices	Ground	119
Canteen Area	Ground	120
LLB Program Library	Ground	121
Girls Common Room	Ground	122
Academic Office	First	123
JISR Office	First	200
Class Rooms	First	201,202,203 & 204
Class Rooms	Second	205
Display Room	Second	206
Faculty Offices	Second	207

172/1 Research Building

	Floor	Room #
Bioscience Lab2	Ground	01
Faculty Offices	Ground	02
Centralized Storage Room	Ground	03
Engineering Workshop Lab	Ground	05
Faculty Offices	First	06
Plant Tissue Culture Lab	First	07

153 Building

	Floor	Room #
Class Rooms	Ground	00,02
Director ORIC	Ground	00
Admission Office	Ground	04
ERFA	Ground	05
Academic Office	Ground	06
Class Room	First	07
Physics Lab	First	08
Marketing Office	First	09

172/2 Media Building

	Floor	Room #
Reception Area	Ground	01
Meeting Room	Ground	02
Sound System Control Room	Ground	03
Sound System Recording Studio	Ground	04-05
ORIC Department	Ground	06
Faculty office	First	07
Faculty office	First	08

172/4 Social Science Building

	Floor	Room #
Sindh Study Center / Sindh Abhyas	Ground	00
Head of Education Department	Ground	01
Program Manager Social Science Department/ Languages	Ground	03
Educational Department Faculty Office	Ground	04
Faculty Office	First	06
Program Support Officer	First	07
English Department faculty office	First	08
English Department faculty office	First	09

PROGRAM MANAGEMENT & COMMUNICATION

Program Orientation

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

Program Management

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

Communication

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

Applications

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

Student Letters

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

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

Faculty of Computing and Engineering Sciences



Dr. Mohammad Altaf Mukati

Vice President (Academics) / Dean of Computing & Engineering Sciences / Chief editor Research Journals/ Head of BASR
altaf.mukati@szabist.edu.pk
99 Clifton



Dr. Faraz Junejo

Professor/Head of Mechatronics
faraz.junejo@szabist.edu.pk
100 Clifton



Dr. Imran Amin

Professor/
Head of Computing Department
imran.amin@szabist.edu.pk
100 Clifton



Ms. Faria Jameel

Assistant Professor / BSCS Program Manager (1st & 2nd year)
faria.jameel@szabist.edu.pk
100 Clifton



Mr. Muhammad Shahzad

Assistant Professor/BSCS Program Manager (3rd & 4th year)
shahzad.haroon@szabist.edu.pk
100 Clifton



Dr. M. Raza

PM BS (A1) & MS (DS)
muhammad.raza@szabist.edu.pk
100 Clifton



Dr. Syed Sajjad Hussain Rizvi

Head of RAI/ Managing & Editor JISR ©
dr.sajjad@szabist.edu.pk
100 Clifton



Dr. Irfan Khan Tanoli
PM MSCS & PhD CS
dr.irfankhan@szabist.edu.pk
100 Clifton



Asif Khalid Qureshi
PM MS (Cyber Security) & BS (Software Engineering)
asif.khalid@szabist.edu.pk
100 Clifton



Engr. Aneel Ahmed
Assistant Professor/ Program Manager
Mechatronics aneel@szabist.edu.pk
100 Clifton

Faculty of Management Sciences



Dr. Muhammad Kashif
Associate Professor/ Head of Post Graduate Programs & Acting
Dean /Editor & Incharge Publications of Research Journals
muhammad.kashif@szabist.edu.pk
99 Clifton



Ms. Wajeaha Fatima Javed
Assistant Professor/Head of Undergraduate Programs &
Head of Student Support Services &
Program Manager BBA (3rd, 4th Year & Open)
wajeaha@szabist.edu.pk
99 Clifton



Mr. Fahad Zuberi
Assistant Professor/
Program Manager BBA (1st & 2nd Year)
fahad.zuberi@szabist.edu.pk
99 Clifton



Mr. Jamil Ahmed

Assistant Professor/Program Manager MBA – 36 (Evening)
jamil.ahmed@szabist.edu.pk
99 Clifton



Mr. Masood Ahmed

Assistant Professor/
Program Manager MBA – 36D, MBA (72E) & EMBA
masood@szabist.edu.pk
99 Clifton



Dr. Noman Soomro

Assistant Professor/Program Manager BABS &
BS (Entrepreneurship)
dr.noman@szabist.edu.pk
100 Clifton



Ms. Tazeen Imran

Assistant Professor & PM BSAF (1ST & 2ND Year)
tazeen.imran@szabist.edu.pk
99 Clifton



Dr. Rana Imroze Palwishah

Assistant Professor & PM BSAF (3rd & 4th Year)
rana.imroze@szabist.edu.pk
99 Clifton



Jahanzeb Asim

Lecturer/ Program Manager MPM, MSPM, CILT & EMBA
jahanzebasim@szabist.edu.pk
99 Clifton



Ms. Anam Lalwani

MBA Research Coordinator
anam.lalwani@szabist.edu.pk
72 Clifton



Dr. Sara Wali Qazi

Assistant Professor /Head of Research Center & Faculty
Coordinator of Faculty Development - FMS/Program Manager
MS & PhD
sarawali.qazi@szabist.edu.pk
99 Clifton

Faculty of Education & Social Sciences



Dr. Riaz Shaikh

Professor/Dean of Social Sciences & Education Department/
MS/PhD SS Program Manager/ Chair Doctoral Committee /
Head of Sind Studies
riaz.shaikh@szabist.edu.pk
172/3 Clifton- Social Villa



Mr. Syed Muhammad Ali Shah

Lecturer/ Program Manager - BSSS
ali.shah@szabist.edu.pk
172/3 Clifton- Social Villa



Ms. Nadira Zaidi

Lecturer / Program Manager Languages
nadira.zaidi@szabist.edu.pk
172/3 Clifton

Department of Education



Dr. Najmonnisa

Associate Professor/Head of Department
dr.najmonnisa@szabist.edu.pk
Research Villa 172/1 Clifton

Faculty of Life Sciences



Dr. Kashif Ali

Dean of Life Sciences/Head of Biosciences Department
Professor/ Head of Research Committee/ PM MS & PhD Bio &
Acting Head of PH
kashif.ali@szabist.edu.pk
Research Villa 172/1 Clifton



Dr. Hammad Afzal Kayani

PM BS Bio Science & Bio Technology
hammad.afzal@szabist.edu.pk
Research Villa 172/1 Clifton



Dr. Sameera Ali Rizvi

Assistant Professor /Program Manager BSPH,
MSPH 36 & MSPH 60
dr.sameera.rizvi@szabist.edu.pk
Research Villa 172/1 Clifton

Faculty of Media Sciences



Syeda Mehwish Zara Zaidi

Head of Media Sciences / Assistant Professor/
Program Manager BMS
syeda.mehwish@szabist.edu.pk
Media Building, 172/2 Clifton



Mr. Qazi Fazli Azeem

Assistant Professor/ MoA, MMS & MSMD Program Manager
qazi.fazli@szabist.edu.pk
Media Building, 172/2 Clifton

Faculty of Law



Mohammad John Hussain
Assistant Professor / Program Manager
RTC - SZABIST (Faculty of Law)
m.john.hussain@szabist.edu.pk
154 Clifton

Student Advisory



Ms. Hareem Siddiqui
Assistant Professor, Management Sciences/
Student Affairs Advisor SZABIST
hareem.siddiqui@szabist.edu.pk
100 Clifton, Media Annex

Student Advisory: The Student Advisor provides non-academic mentoring to the SZABIST student body through the SZABIST Student Council (SSC). More details about the SSC are on page 60.

Program Support Officers

Parkash Kanjee

Program Support Officer, Management Sciences
parkash.kanjee@szabist.edu.pk
99 Clifton

Mr. Kashif Ali Khan

Program Support Officer, Management Sciences
Kashif.khan@szabist.edu.pk
99 Clifton

Mr. Malik Muhammad Adeel

Program Support Officer, Management Sciences
Malik.adeel@szabist.edu.pk
99 Clifton

Mr. Imtiaz Ali

Program Support Officer, Management Sciences
imtiaz.ali@szabist.edu.pk
99 Clifton

Sarang Ahmed

Program Support Officer, Computer Science
sarang.ahmed@szabist.edu.pk
100 Clifton

Ms. Ammara Muhammad Arif

Program Support Officer-BASR/Registrar Office
ammara.arif@szabist.edu.pk
99 Clifton

Mr. Imran Alam

Program Support Officer, Social Sciences
Imran.alam@szabist.edu.pk
172/3, Clifton.

Mr. Tahir Rauf Nizamani

Academics Support Officer, Media Sciences
tahir.rauf@szabist.edu.pk
Media Building, 172/2 Clifton

Mr. Sheikh Hassnain Haider

Program Support Officer, Biosciences
Research Villa 172/1 Clifton

Mr. Mohsin Hanif

Program Support Officer, Law
mohsin.hanif@szabist.edu.pk
154 Clifton

Mr. Waqas Ahmed

Program Support Officer, Public Health
waqas.ahmed@szabist.edu.pk
Research Villa 172/1 Clifton

Mr. Mansoor Ahmer Khan

Program Support Officer, Education
mansoor.ahmer@szabist.edu.pk
90 Clifton

Mr. Zeeshan

Program Support Officer, Doctoral Committee
zeeshan.shahzad@szabist.edu.pk
Social Villa 172 campus

ACADEMIC GUIDELINES

Rules Governing Registration and Classes

Rules Governing Payment of Fees

Rules Governing Attendance

Rules Governing SZABIST Merit-Based Scholarships

Rules Governing Withdrawal from Courses

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Rules Governing Degree Completion and Continuation for Higher Degrees

Rules Governing Provisional Transcript, Transcripts, and Degrees

Convocation Medals and Honors List

Additional Guidelines for the University of London Law Program Students

Review and Revision of Academic Policies



Student SUPPORT SERVICES



STUDENT SUPPORT SERVICES

Student Support Services

For more than a decade (2009-to date), the main campus of SZABIST has been fortunate to have a unique and diverse student body with a healthy record of activities and a proud history of achievements. Since 2014, with the establishment of the Department of Student Support Services a more organized and focused approach has been adopted with the aid of student advisory policies and guidelines for activities in the form of standard operating procedures and financial prudence guidelines with emphasis on paperwork and documentation/reports for record keeping all of which added much needed structure to student activities at the institute.

In 2015, the same system was gradually introduced at other campuses of SZABIST and by now they have all had annually elected student council bodies.

Vision of Student Support Services

We aim to provide students with a platform that allows them to conduct activities which work towards the development of a stronger, wiser and a more united student populace in Karachi. It works to inculcate in young minds the values of unity, tolerance, inclusion and leadership and through engagement with other campuses of SZABIST and universities across the country realize the objectives of our core areas of focus, nationally as well.

CORE VALUES OF SZABIST



RULES GOVERNING REGISTRATION & CLASSES

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

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

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

Registration Process

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

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

Scheduling of Classes

- All class schedules are given in the student admission folder during the Induction Week or at the Orientation, and are also posted on bulletin boards and on ZabDesk. The ideal class size is limited to only 35-40 students which allows the delivery of high quality education on an interactive basis.
- Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins on the first Monday of September, and the Spring semester on first Monday of February. The Summer Session is 8 weeks long and is not a regular semester.
- Classes scheduled for undergraduate programs are held for 3 hours a week with a 15-minute break, except for BS-Computing, BE Mechatronic Engineering, and some courses in Media Sciences programs, in which classes are held for 1.5 hours twice a week. For Master and Postgraduate level programs, classes are scheduled for 3 hours a week with a 15-minute break.
- Classes rescheduled/cancelled are held on a weekday or the following Sunday to make up for the lost time. Classes are cancelled only with prior announcement.

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

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

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

Name	Designation & Email	Location and Extension
Mansoor Ahmed	Controller Academics mansoorah@szabist.edu.pk	100 Clifton-Ext # 247
Mohammad Rashid	Assistant Controller Academics rashid@szabist.edu.pk	100 Clifton-Ext # 208
Mohan Maheshwari	Assistant Academic Support mohan@szabist.edu.pk	100 Clifton-Ext # 208
Ali Affan Usmani	Academic Officer ali.affan@szabist.edu.pk	100 Clifton-Ext # 208
Danish Jamil	Academic Officer danish.jamil@szabist.edu.pk	100 Clifton-Ext # 208

Timings

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

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

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

Name	Designation & Email	Location and Extension
Muhammad Arshad	Assistant Academic Support arshad@szabist.edu.pk	100 Clifton - Ext # 208
Viram	Assistant Academic Support viram@szabist.edu.pk	100 Clifton - Ext # 207
Aqib Shah	Assistant Academic Support m.aqib@szabist.edu.pk	100 Clifton - Ext # 207
Sadiq Ali	Assistant Academic Support sadiq.ali@szabist.edu.pk	100 Clifton - Ext # 207
Abdul Rauf	Assistant Academic Support abdul.rauf@szabist.edu.pk	100 Clifton - Ext # 208

Department Email Address: moderators@szabist.edu.pk

Timings

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

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

10:00 am - 05:00 pm (Sundays)

Name	Designation & Email	Location and Extension
Arif Baloch	Academic Attendant Arif.Baloch@szabist.edu.pk	154 Clifton - Ext # 0
Zubair Miran	Academic Attendant Zubair.miran@szabist.edu.pk	154 Clifton - Ext # 0

Department Email Address: moderators@szabist.edu.pk

Timings

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

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

(Sundays Closed)

Name	Designation & Email	Location and Extension
Junaid Javed	Academic Attendant moderators@szabist.edu.pk	153 Clifton - Ext # 0
Nand Kumar	Academic Attendant moderators@szabist.edu.pk	153 Clifton - Ext # 0

Department Email Address: moderators@szabist.edu.pk

Timings

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

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

(Sundays Closed)

RULES GOVERNING PAYMENT OF FEES

- Fees shall be announced before the semester starts and can be paid as under:
 - At any branch of Habib Bank Limited (HBL) through cash, pay order or demand draft by presenting fee challan downloaded from SZABIST Website (<http://zabdesk.szabist.edu.pk/FeePayment>).
 - At any branch of Standard Chartered Bank (SCB) through SCB deposit slip using unique virtual account no. through Cash, Pay order or demand draft.
 - Online through Standard Chartered Bank (SCB) unique virtual account no.
 - Online through 1bill by visiting the website (<http://zabdesk.szabist.edu.pk/FeePayment>) and selecting Online option (Bank charges shall apply).
 - By Debit / Credit Card at SZABIST Finance Office (Bank charges shall apply).
- Students shall pay fees by the deadline announced otherwise their ZABDESK will be closed. The student will be unable to access the class/other information.
- Fee paid after due date will entail a late payment surcharge as given below:

Time of Payment	Late Payment Surcharge
Paid after due date till end of 2nd week	5% of semester outstanding dues
Paid from 3rd week till end of 8th week	5% of semester outstanding dues plus Rs 1000
Paid from 9th week onward	5% of semester outstanding dues plus Rs 2000

- The calculation of tuition fees for any course of study or training will be determined by SZABIST.
- In case of new admission withdrawal, fee will be refunded in the following cases.
 - Full (100%) refund of tuition fee up to the seventh day the classes convene.
 - Half (50%) refund of tuition fee from eighth to 15th day the classes convene.
 - No fee (0%) refund from the 16th day the classes convene.
- In case of withdrawal or de-registration from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal or de-registration will be transferable to next semester. For course withdrawal, refund of fee shall be as below:

For Courses of 3,2 & 1.5 Hrs per week	For Courses of 1.5+1.5 Hrs per week	Refunded Fee
Before 4th session	Before 8th session	50 percent
Before 8th session	Before 16th session	25 percent
8th session to before 12th session	16th session to before 24th Session	No refund
12th session and onwards	24th session and onwards	Withdrawal not allowed

- Admission fee is non-refundable and security deposit will be refunded after adjustment of any dues at the end of the program / degree clearance, is to be paid at the time of admission.
- Transcript fee and convocation charges are applicable.

- If payment of balance dues is not made till completion of courses, provisional transcript, original transcript and degree will not be issued unless all dues are cleared.
- Students can approach Finance office located at F-79, Mondays to Saturday between 9.30 am to 12.30 pm and 3.00 pm – 6.00 pm. Contact No 021-35821538-42, email: finance@szabist.edu.pk

Name	Designation & Email	Location and Extension
Touseef Ahmed	Financial Controller touseef@szabist.edu.pk	F-79 Clifton - Ext # 430
Imran Hassan	Assistant Financial Controller imranhassan@szabist.edu.pk	F-79 Clifton - Ext # 426
Wajihuddin Qasimi	Accounts Officer wajihuddin.qasmi@szabist.edu.pk	F-79 Clifton - Ext # 426
Sami Uddin	Assistant Finance Officer Sami.uddin@szabist.edu.pk	F-79 Clifton - Ext # 426
Ibrahim Aijaz	Accounts Officer Ibrahim.aijaz@szabist.edu.pk	F-79 Clifton - Ext # 427
Muhammad Farhan Pirani	Accounts Officer farhan.pirani@szabist.edu.pk	F-79 Clifton - Ext # 427

RULES GOVERNING ATTENDANCE

Absence Rules

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

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

Leave Rules

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

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

RULES GOVERNING WITHDRAWAL FROM COURSES

Procedure for Withdrawal from Courses (Course Withdrawal)

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

Refund Procedure for Withdrawal and Cancellation of Course Registration

Admission Withdrawal and Refund Policy

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

Course Withdrawal and Refund Policy

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

For Courses of 3 Hours per	For Courses of 2, 1.5 Hours per week	Refunded Fee
Before 4th session	Before 8th session	50 percent
Before 8th session	Before 16th session	25 percent
8th session to before 12th session	16th session to before 24th Session	No refund
12th session and onwards	24th session and onwards	Withdrawal not allowed

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

Withdrawal from All Courses in a Semester (Semester Withdrawal)

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

RULES GOVERNING GRADING

Grading Plan

- The following Letter Grade Plan is followed at SZABIST:

Letter	Range	Grade Point	
A+	90 – 100	4.00	
A	85 – 89	3.75	
A-	80 – 84	3.50	
B+	75 – 79	3.25	
B	70 – 74	3.00	PhD Degree Requirement
B-	66 – 69	2.75	MS Degree Requirement
C+	63 – 65	2.50	Masters' Degree Requirement
C	60 – 62	2.00	Undergraduate Degree Requirement
C-	55 – 59	1.50	
F	< 55	0.00	

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

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

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

Minimum Passing Grade

- Minimum passing grade in each course is as follows:
 - For Undergraduate, Masters', MS & PhD program courses all grades apart from 'F' are passing grades.

Required Maintenance CGPA

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

RULES GOVERNING EXAMINATIONS

Examination Policy

- Two major types of examinations are conducted at SZABIST during a semester for each course: Midterm Examinations are administered in the midterm exam week i.e. 8th week of the semester for all programs. During the exam week, all classes are suspended. The maximum duration of Midterm Examination is of 1.5 to 2 hours.
- 16th week of each semester is a Buffer/Dead week in which students get time to prepare for final examinations however faculty may conduct makeup classes during this week.
- Final exams of all programs are conducted in the 17th and 18th week of each semester during which all classes are suspended.
- Final Examination is of 2.5 hours duration. Depending on the requirement, exams could be a combination of written and practical questions.
- All examinations are conducted and monitored by the office of Sr. Controller Examinations in the presence of the relevant teaching faculty.

General Marks Distribution

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

Tests (for 1.5 hour session courses) optional	20 %
Midterm Examination	25-30 %
Assignments	5-10 %
Quizzes	5-10 %
Term Paper, Project and Presentation	10-15 %
Final Examination	35-40 %

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

Admit Card

- It is mandatory for all students to bring their verified SZABIST Admit card in all their final exams every semester.

Procedure to obtain admit card.

- Each semester the examination department would be generating an SMS to inform the students about the dates for the verification of admit card. This information will also be posted on SZABIST notice boards as well as on student ZABDESK.
- Students would be required to take a color print out of the admit card with their picture on it (visible on their ZABDESK) and get the same verified and stamped from the examination department by showing their valid SZABIST ID card.
- Last date of verification of admit card by the exam department would also be communicated to the students via SMS.
- Newly admitted students to SZABIST will be required to get a softcopy of their photograph taken in ZAB solution for admit card purpose on receiving an SMS.

Duplicate admit card.

- In case if any student misplaces or forgets to bring his/her original verified admit card at the time of his or her exam he/she can always obtain a duplicate admit card from the examination department.
- A sum of Rupees 1000/- will be charged for every duplicate admit card issuance.

Late admit card verification fee.

- A certain amount is charged as late admit card verification fee in case if any student is unable to verify his/her admit card within the prescribed date announced by the examination department.

Code of Conduct during Examination

- To maintain the integrity of the examination process, exams can only be taken with the verified admit card as well as a valid SZABIST student ID card.
- To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room/hall 30 minutes after the start of exam.
- Students are strictly advised not to bring cell phones/smart watch and/or any kind of electronic devices in the examination hall except for a simple calculator (if allowed). If they bring any such devices in the examination hall, they should make sure that the cell phones/smart watch and/or any other electronic device is properly switched off. Otherwise, a penalty including “F” grade could be awarded.
- Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty/invigilating staff.
- Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
- Examinees should sit in the rows allocated for the particular paper. Sr. Examination Controller/invigilating staff may re-locate the students if he/she deems fit.
- Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be penalized as per the ToRs of Unfair Means Committee.
- Use of Unfair Means include but not limited to the following:
 - i. Any written or oral communication between two or more students during examination which may include:
 - a. Oral Communication with a student for receiving/ giving information
 - b. Giving / receiving assistance / copying from another candidate’s answer script or allowing any other candidate to copy from his answer sheet.
 - c. Exchange of Answer Script/ Question Paper/ Any Written Material
 - d. Exchange of information through cell phone/email/ social media or any other device
 - e. Any other form of exchange of information that falls in the category of “Unfair Means”
 - ii. Copying the contents from an unauthorized device or print material
 - iii. Keeping any Material in the examination hall in form of Cell Phone, Device, Recording, Book, Notes, Image, Text, Documents, Website, application or any other form which can be used for cheating. This is not necessary that the student is caught using such material and merely holding such material during examination will be made the student liable.
 - iv. Sending a substitute candidate to take the examination.
 - v. Bringing or using unauthorized answer sheet in the examination
 - vi. Changing the Seat during examination without the permission of Invigilator

- vii. Leaving the examination hall without handing over the answer script to the invigilator
 - viii. Leaving the examination hall without the permission of invigilator
 - ix. Leaving the examination hall for a long period of time without proper justification
 - x. Not following the instructions of invigilator
 - xi. Any undue influence, coercion, threatening or misbehavior with the invigilator/staff/faculty or with other students
 - xii. Removing a leaf from his/her answer script, the answer script shall be cancelled immediately by the Invigilator and the case will be forwarded to the Unfair Means Committee
 - xiii. Using abusive or obscene language in the answer script
 - xiv. Possessing any kind of weapon in or around examination center
 - xv. Doing any act which is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination process
 - xvi. Providing incorrect information deliberately on the answers script such as Student Name, Registration # and the like with a view to deceiving the authority.
 - xvii. Any other activity by the student which may fall in the category of “Unfair Means.
- The decision of Unfair Means Committee shall be final and binding for the students
 - Once the exam time has ended, the examiner will announce “all pens down”. At that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 5 marks deducted from his/her paper.
 - Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.
*Admit card is required for final exams only
 - Final Examination copies will not be shown to the students however student can request for re-checking or re-counting of his / her final exam copy for which the procedure is mentioned below in the section titled scrutiny of final exam papers.
 - Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.
 - Examination results will be deemed final. However, the Academic Heads Committee or the President’s Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.
 - At the end of every semester, grades awarded for all examinations are posted on ZabDesk as ‘Tentative Results.’

Scrutiny of Final Exam Papers

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

Examination Retake (Deferral)

- Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper); re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST. An exam retake, subject to permission of the relevant Program Manager, and HOD is only possible in the following cases, with required documentation:
 - Absence due to serious illness/accident/hospitalization: Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter.
 - Death in immediate family: Death certificate/obituary note is required.
 - or any other such document which may serve the purpose
 - Job-related travel: Company letter/travelling documents are required.
 - (Applicable only for MS/ PhD, EMBA and MBA evening Programs only)
 - However, for Undergraduate programs this provision may be applied with the approval of relevant PM and to be treated as a special case.
 - Hajj: Copy of passport and ticket is required.
- **Examination retake fee** of Rs. 5000/= will be charged for any examination that is arranged separately. However if a student is assigned to take exam with another section of the same course with same faculty, no retake fee will be charged but in such case it is obligatory for the student to present to the invigilator a hard copy of the approval given by the relevant 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 of rupees 5000/- (per exam) for this service.
- In case a student is transferred anywhere outside Pakistan for job-related reasons, only then he/she can request for conducting the examination at the nearest university where he/she is situated.
- Fees (if any) relating to Off-Campus Examination are to be paid by the student.
- Examination Department in consultation with the relevant Head of department and V.P. Academics will be responsible to facilitate the students interested in Off-Campus Examinations.
- SZABIST also offers an Off site exam facility for which a certain fee is charged.

Change of Grade / Marks

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

Comprehensive Examination

- Comprehensive examination is conducted three times a year after the end of each semester (Fall, Spring and Summer) usually on the first Saturday of February, July and September.
- All students intending to appear for the examination must register first by filling out a registration form for the comprehensive examination at least 2 weeks before the date of the said examination.
- The registration form is available at the reception desk of 90 and 100 campuses. No forms will be accepted by the examination department after the last date of registration set by the examination department.
- The Comprehensive Examination rules and format are subject to change by the SZABIST Academic Heads Committee without prior notice, and will be binding on all continuing and new students.
 - The Comprehensive exam is conducted only for PhD students which is a three hours offline exam.
 - Comprehensive exam for MS has been discontinued since 2015
 - Maximum two attempts are permissible
 - GAT is a necessary requirement to take the comprehensive exam.
 - It is mandatory for the students to clear their comprehensive exam within two years from the date of their admission / registration in the program this is applicable for 2019 onwards batches.

Name	Designation & Email	Location and Extension
Dr. Muhammad Aqil	Registrar muhammad.aqil@szabist.edu.pk	99 Clifton - Ext # 118
Aliya Saleem	Senior Controller Examination aliya.saleem@szabist.edu.pk	99 Clifton - Ext # 115
Farhat Nisar	Assistant Examinations Controller farhat.nisar@szabist.edu.pk	99 Clifton - Ext # 125
Rizwan	Examinations Officer rizwan@szabist.edu.pk	99 Clifton - Ext # 125
Hina Mir	Examinations Officer hina.mir@szabist.edu.pk	99 Clifton - Ext # 125
Pervez Alam	Assistant Examinations Officer pervez@szabist.edu.pk	99 Clifton - Ext # 125
Kamran Khan	Assistant Examinations Officer Kamran.khan@szabist.edu.pk	99 Clifton - Ext # 125

Timings

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

Sundays Closed (open in case of scheduled examination)



RULES GOVERNING RESEARCH PROJECT, IRS, THESIS AND DISSERTATION

Registration

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

Supervisor Selection

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

Submissions

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

Presentation and Defense

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

Additional Requirements and Communication

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

RULES GOVERNING ACADEMIC INTEGRITY, PLAGIARISM AND SIMILARITY INDEX

Academic Integrity

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

Plagiarism

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

Similarity Index

Learning how to cite the sources correctly is an important aspect of all academic endeavors. A useful summary of the four major styles of citation is available at <http://owl.english.purdue.edu/owl/section/2/>. SZABIST employs HEC-subscribed Turnitin software for Research Reports, Independent Studies, Theses, and Dissertation to detect similarity. Please note that the threshold for tolerance for similarity index is less than 20 percent with adequate and citation 1st source should be <5%.

RULES GOVERNING TRANSFER

Transfer between SZABIST Campuses

- Transfer is allowed between SZABIST campuses subject to the following conditions:
 - (a) Availability of seats at transferring campus
 - (b) Meeting the eligibility-criteria of admission in the given program at transferring campus and the student must have completed his/her earlier qualification before taking the admission in the program (No overlapping).
 - (c) At the time of transfer, student must not be on probation/dismissal list.
 - (d) 25% of the program must have been completed at the campus where the admission was granted, however, this limit can only be waived under very special circumstances, with the approval of the President/Vice President (Academics).
 - (e) Clearance of all past dues
 - (f) Payment of transfer fee (to the transferring campus)
 - (g) Degree shall be awarded by the campus where the student has completed 50% or more credits.
 - (h) If a student has completed 50% credits at the original campus and 50% at the transferring campus, the degree will be awarded by the campus where the student was admitted.

- SZABIST Campus transferring students are requested to note that:
 - Transfer of pass grades of courses from one campus to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.
 - New admissions on merit list at Karachi Campus, may seek transfer to other campuses, providing they fulfill the merit criteria of that campus. Their admission fee will be adjusted accordingly.

Transfer between Programs within SZABIST

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

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

Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

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

Name	Designation & Email	Location and Extension
Syeda Jabeen Jahanzeb	Senior Manager Admissions syeda.jabeen@szabist.edu.pk	153 Clifton - Ext # 304
Tatheer Raza	Assistant Manager Admissions tatheer.raza@szabist.edu.pk	153 Clifton - Ext # 335
Ubaid Rehman	Admissions Officer ubaid@szabist.edu.pk	153 Clifton - Ext # 336
Parkash Ramjee	Assistant Admissions Officer parkash@szabist.edu.pk	153 Clifton - Ext # 334
Sabih Ahmed	Admissions Assistant sabih.ahmed@szabist.edu.pk	153 Clifton - Ext # 334/333

Department Email Address: admissions@szabist.edu.pk

Timings

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

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

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

Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2022) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including mark sheets and certificates by 31st December, the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.

Ineligible Students are required to submit their results within 2 weeks after publication of result to get 50% tuition fee refund.

Those students who will be admitted in Fall semester in any undergraduate program on "Provisional Status" and fail to clear their Intermediate/A-Level and appear in the supplementary examinations, shall have an opportunity to apply for "Re-Admission" in the subsequent Spring semester, which begins in February. The following conditions shall apply:

- (a) Such students shall be issued "Provisional Transcript" of Fall semester.
 - (b) They will be re-admitted in Spring semester with "New Registration" number".
 - (c) No course of Fall semester shall be transferred to Spring semester.
 - (d) Application fee & Admission fee shall not be charged. Moreover, no admission test will be taken.
 - (e) Student will have to submit the result of supplementary exam (for which they appeared during the Fall semester) as soon as these are available.
 - (f) In case of not clearing the supplementary exam, the admission will be canceled immediately, and no refund of fee will be given.
- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2022), including A-Levels/High School Diploma/IB Diploma equivalency by Inter Board Committee of Chairmen, IBCC (for undergraduate admissions)/last degree verification from Higher Education Commission (Pakistan), HEC (for Masters, MS & PhD Program) at completion of second semester i.e. after closing of ZabDesk, shall not be allowed to register for third semester and the student's provisional admission shall be cancelled/terminated.

The students' cases related to IBCC, with "Names" issues, will not be dismissed.

Dismissal

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

1. *Dismissal on Academics Through Probation*

- SZABIST follows the probation and dismissal policy as recommended by HEC, “Whenever CGPA of a student falls below the required CGPA, he/she will be placed on “First Probation” for the next semester. If in the First Probation semester the student does not increase his/her CGPA to the required CGPA, he/she will be placed on “Second Probation” for the next semester. If in the Second Probation semester the student does not increase his/her CGPA to the required CGPA, he/she shall be dismissed from SZABIST.
- The required maintenance CGPA for different program levels, below which a student shall be on First or Second Probations or Dismissed, are as under:
 - All Undergraduate Programs: CGPA of 1.75
 - All Master’s Programs: CGPA of 2.25
 - All MS Programs: CGPA of 2.50
 - All PhD Programs: CGPA of 2.75
- Summer semesters are not counted for probations/dismissals, as they are remedial semesters.

2. *Degree Time-Barring Dismissal*

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

3. *Dismissal Due to Academic Dishonesty*

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

4. *Dismissal on Disciplinary Grounds*

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

Re-admission

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

Readmission after Dismissal

Cancellation of Provisional Admission

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

Re-admission after Time Bar Dismissal

- Students who could not complete the degree requirements during the prescribed time, can not be re-admitted in the same program.

Dismissal on Academics through Probations

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

Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds

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

Readmission after Self Withdrawal

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

RULES GOVERNING PROVISIONAL TRANSCRIPT, FINAL TRANSCRIPT & DEGREE, DEGREE COMPLETION & CONTINUATION FOR HIGHER DEGREES

Provisional Transcript

- Semester grades are only issued upon after the payment of applicable fee and later submitting of “Provisional Transcript / Migration Letter Request Form” at Records Department.
- All semesters and grades are reported on Provisional Transcript.
- CGPA is mentioned on Provisional Transcript and its calculation includes all passing grades according to the applicable Grading Plan.
- Transfer courses from other university are “not mentioned” on the Provisional Transcript

Final Transcript and Pass Certificate

- Final Transcript and Pass Certificate is issued only after completion of all degree requirements, applying online for clearance and submission of “Clearance Form” and “Degree Claim Form” with required documentation through Zabdesk at the online final transcript clearance portal as per announced schedule.
- SZABIST will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the Online Final Transcript Clearance Portal, as per announced schedule.
- Student’s Name and Father’s Name should be correctly written and spelt in English on all educational and legal documents submitted.

Degree

- Degrees are issued after the Convocation has been held.

Degree Completion

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

Time Duration

- The maximum time allowed for completing the degrees are as under:
 - Undergraduate Programs: Maximum 6 years from time of admission
 - Masters Programs: Maximum 4 years from time of admission
 - MS Programs: Maximum 4 years from time of admission
 - Ph.D Programs: Maximum 8 years from time of admission

Required CGPA at Degree Completion

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

Degree Completion Requirements

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

Additional Courses and Course Improvements

- A student has the option of taking more than the required number of courses and mention while filling the online “Degree Claim Form”, which additional course(s) are not to be reported on his/her Final Transcript.
- Additional course(s) are considered as certificate course(s) and a separate official letter will be issued as proof of having completed these courses.
- In case of repeat course(s) for grade improvement, the better of the two grades will be reported on the Final Transcript and counted towards the CGPA.
- Additional course(s) taken cannot be transferred to the higher degree programs.

Majors/Specialization

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

Revised/Duplicate Documents

- Students can request for Revised / Duplicate Transcript and Degree after filling out the “Revised / Duplicate Transcript / Degree Form” (available at the Reception Desk & on SZABIST website).
- Minimum processing time is one month for Revised / Duplicate Transcript and Degree and two working week for Urgent Duplicate Degree.
- Fee for Revised / Duplicate Transcript / Degree is mentioned on the relevant form.

Continuation for Higher Degrees

- SZABIST students completing their Bachelors Degree with 2.50 CGPA or above and desiring to further continue their studies for a Masters Program, or those completing their Masters Degree and desiring to enroll into a Doctoral Program can continue further education without a new admission test.
- Students with less than 2.50 CGPA will have to appear in admission test and interview in Fall semester. Those who complete their undergraduate degrees in Fall with CGPA less than 2.50 CGPA and want to continue their Masters' degrees from Spring, shall have to wait upto Fall, when they will appear in test/interview.
- It is mandatory for students to submit the "Clearance Form" and "Degree Claim Form" through Zabdesk at the Online Final Transcript Clearance Portal "Before" applying for Program Continuation to Higher Degree.
- Students have to fill out the "Program Continuation Form" and submit it to the Admissions Office.
- Completion of pre-requisites is a necessary condition to advance to higher degree programs. A student will NOT be allowed to continue on, for Master/MS/PhD Programs without completing all degree requirements within maximum degree completion time as applicable for the degree for which the student was enrolled, and applying for final transcript.
- Submission of updated documentation will be required and a new registration number will be allocated at the time of registration for the new degree.
- No additional courses can be transferred to a higher degree, at/from any campus.
- Students cannot begin or register for an advance degree's courses during Summer Semester as a Certificate student.

Name	Designation & Email	Location and Extension
Dr. Muhammad Aqil	Registrar muhammad.aqil@szabist.edu.pk	99 Clifton - Ext # 150
Ayesha Qadir	Senior Controller Records ayesha@szabist.edu.pk	99 Clifton - Ext # 119
Alishah Gulamani	Controller Records alishah@szabist.edu.pk	99 Clifton - Ext # 119
Saima Baber	Records Officer saima.baber@szabist.edu.pk	99 Clifton - Ext # 119
Baboo Lal	Records Officer baboo@szabist.edu.pk	99 Clifton - Ext # 119
Aneel Baloch	Assistant Officer Records aneel.baloch@szabist.edu.pk	99 Clifton - Ext # 119
Mutahir Rehman	Assistant Officer Records mutahir.rehman@szabist.edu.pk	99 Clifton - Ext # 119

Department Email Address: records@szabist.edu.pk

Timings

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

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

RULES GOVERNING CONVOCATION, MEDALS & HONOR ROLL

Convocation

- Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualifying for a degree, after a formal Convocation every year.
- To become eligible for the Convocation, students who have completed all degree requirements must apply for online clearance and submit the “Clearance Form” and “Degree Claim Form” through Zabdesk at the Online Final Transcript Clearance Portal, after official closing of each semester (Fall, Spring & Summer) and within the specific time-period as announced by the Records Department.
- Names of such students will be placed in the Convocation Booklet under “Degrees Conferred at Convocation”.
- Students who submit the “Degree Claim Form” after final dead-line will be placed under “Degrees in Absentia”. Such students will not be allowed to attend the convocation.

GOLD & SILVER MEDALS

A student with the Highest CGPA in the Graduating Program will be awarded Gold Medal and the student next to Highest CGPA will be awarded, Silver Medal.

Following conditions shall apply:

1. CGPA must be at least 3.20
2. The student must have completed the degree requirements with his/her batch i.e. carrying the registration number of the batch he/she was admitted into.
3. Certificate, External Transfer and Ph.D graduating students are not eligible.
4. Minimum number of students in a program must be at least 10 for Master Programs and 15 for Undergraduate Programs
5. If the student with Highest CGPA does not meet the above conditions, the student next in line will be considered for Gold Medal subject to meeting the above conditions.
The same is true for Silver Medals.
6. In case of more than one student meeting the above conditions, the Gold /Silver Medal will be awarded to all such students.
7. In case of any dispute, the matter shall be referred to a committee under the supervision of Registrar (at Karachi Campus) or HoC (at other Campuses) and the decision of the committee shall be considered as final.

Chancellor's Honor Roll:

Eligibility Criteria:

All such Graduating Students who have secured CGPA equal to or greater than 3.50 (as reported on the final transcript) are placed under this category.



ADDITIONAL GUIDELINES FOR THE UNIVERSITY OF LONDON LAW PROGRAM STUDENTS

Registration

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

Fee

- All students are required to get fee challan from website <https://zabdesk.szabist.edu.pk/FeePayment/>.
- The fee for each academic year can be paid at Habib Bank Limited and Standard Chartered Bank through cash, pay order or demand draft during banking hours. You can pay online through 1 BILL while creating fee challan through the above mentioned website.
- Fee can be Deposited through Debit / Credit Card at Finance Office (Bank Charges apply).
- Deadline to pay the Annual fees is the last working day / Friday before the commencement of Academic year.
- Fee paid after due date will entail a late payment surcharge (Annex B).
- For the purposes of attendance rules, the academic tuition shall be considered divided in two semesters, the first ending with the Winter Break in December, and the second ending at the commencement of Mock Examinations in late April.

General Conduct

Dress Code

- All students are expected to wear suitable attire and act in a manner that is appropriate for any Institution of Higher Learning. Student attire must be culturally or socially inoffensive in style, cuts or prints. Examples of attire that is not allowed on campus includes:
 - Hawaiian chappals and/ or flip-flops; slides; Loungewear;
 - Shorts, Bermudas/ three-quarter trousers; and Ripped jeans
- Students are expected to be well-groomed, presentable, clean, and tidy, as they are representatives of SZABIST within and outside SZABIST premises
- Students are to be in formal attire for any special occasion e.g. guest lectures, conferences, seminars, moot court competitions, and presentations.

Attendance

- Class attendance is an indicator of commitment and also demonstrates respect for the Faculty. Class attendance is mandatory, and unexplained absences will be taken very seriously. In case any LLB student is found to be absent for more than four classes in a semester, or a CertHE student is found to be absent for more than 2 classes in a semester, he/she shall be considered for dismissal from SZABIST, and this ground may in itself be sufficient for dismissal of the student. There would be no refund of fees in case of dismissal.
- For every absence, the student must submit a written letter and supporting evidence, if applicable, citing the reasons for his/her absence to the Head of Department.
- Considering the circumstances of the absence, and the student's past record and behavior, the Head of Program may excuse the student's absence.
- Class timings are to be strictly adhered to and students must endeavor to be present in the class 5 minutes prior to the commencement of the Lecture. Late entrance in class or early departure from class shall be noted and two such occurrences may be deemed to constitute one absence.
- No student is allowed to leave the class during the Lecture and all requirements are to be met before the Class or during the Lecture Breaks. In case of late entrance or early departure, the student must explain to the Head of Department or the Faculty member concerned the reasons thereof, at a convenient time after class.

Academic Honesty

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

Examinations

- All students are required to sit for and pass the mock examination held in April. In addition, teachers may give assignments students are expected to complete and midterms they must sit for. The mock exam is considered an integral part of the Law program and a student's academic training that prepares them for their final exam. Failure to sit for and clear the mock examination with passing marks could lead to dismissal from the Law program and the Institution.

Communication

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

Termination of Registration

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

Disclaimer:

All other rules of the Student Handbook 2021 shall apply to all students including the University of London International Program students, as far as possible. The Institute reserves the right to change any rule without notice whenever it is deemed necessary or appropriate, and it will be binding on all continuing and new students.

REVIEW AND REVISION OF ACADEMIC POLICIES

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

STUDENT FACILITATION

Rules Governing Libraries

Rules Governing Computer Labs

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

Rules Governing Mechatronics Labs

Rules Governing Biosciences Labs

Rules Governing Psychology Lab

Rules Governing Financial Assistance

Rules Governing Executive Development Center

Rules Governing Student Activities and Associations

Rules Governing Student Code of Conduct

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

RULES GOVERNING LIBRARIES

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

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

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

- The Library is able to maintain an adequate stock of books in good condition. Students are not allowed to mark or highlight the text, or write on the Library books. Upon return, books are inspected, and if a book is damaged or lost, penalty will be charged.
- In case of damage, full price of the book will be charged.
- In case of a loss, 200 percent of the price of the book will be charged.
- To ensure a quiet and peaceful study and reading environment in the Library, students are to hold discussions and group studies in study rooms at 99 and 100, and class rooms, not in the Library.
- Librarian has the final authority to cancel/suspend Library privileges of those students who fail to respect the right of other students to use the Library in a quiet and peaceful manner. The suspended students will have to surrender their Library card and will not be allowed to enter Library premises for two weeks.
- To instill a sense of accountability, the name of the suspended student will be displayed on the notice board.

F-79 Library

Name	Designation & Email	Location and Extension
Syed Izhar Hussain	Librarian syed.izhar@szabist.edu.pk	F-79 Clifton - Ext # 409
Zara Rehman	Assistant Librarian zara.rehman@szabist.edu.pk	F-79 Clifton - Ext # 409
Uroosa Anwar	Assistant Librarian uroosa.anwar@szabist.edu.pk	F-79 Clifton - Ext # 437
Mukesh	Assistant Librarian mukesh@szabist.edu.pk	F-79 Clifton - Ext # 409
Naresh	Library Assistant naresh@szabist.edu.pk	F-79 Clifton - Ext # 437

Name	Designation & Email	Location and Extension
Azeemullah	Library Assistant azeemullah@szabist.edu.pk	F-79 Clifton - Ext # 437
Zarnaqab	Library Assistant zar.naqab@szabist.edu.pk	F-79 Clifton - Ext # 437

Timings

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

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

9:00 am – 9:00 pm (Sundays)

154 Library

Name	Designation & Email	Location and Extension
Raheel Ahmed Qureshi	Assistant Librarian hassan.ameen@szabist.edu.pk	154Clifton - Ext # 332
Muhammad Yousuf	Library Assistant yousuf@szabist.edu.pk	154Clifton - Ext # 332

Timings

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

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

(Sunday Closed)



RULES GOVERNING COMPUTER LABS

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

Lab Availability

- Computer Labs are open to all students for computing and printing facilities from 8:00 am to 09:30 pm from Monday to Sunday.
- 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 Lab Administrator well in advance to make arrangements for loading the software only on specific workstations.
- To handle sudden and abrupt power interruptions, a five minutes power backup is available for all computers. All users are advised to regularly save their work.
- Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.

Conduct in the Lab

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

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

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

Login Account Policy

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

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

Workstation Reservation Policy

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

Workstation Usage Policy

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

- No one is allowed to make any changes to equipment configuration in any way whatsoever.
- No one is allowed to unplug any cables, connections, terminals, or any other equipment.
- Further, to maintain the integrity of the system, no one is allowed to install any computer applications, control panels, system extensions, or any other software on the machines without the explicit permission of the Lab 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.

IT Department

Name	Designation & Email	Location and Extension
Asif A. Kazi	Director IT asif.kazi@szabist.edu.pk	99 Clifton - Ext # 112
Abdul Hafeez Abbasi	Senior Manager IT hafeez@szabist.edu.pk	100 Clifton - Ext # 103

Timings

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

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

100 Labs

Name	Designation & Email	Location and Extension
M. Azam Tanoli	Manager IT Services tanoli@szabist.edu.pk	100 Clifton - Ext # 157
M. Irfan	IT Officer Services m.irfan@szabist.edu.pk	100 Clifton - Ext # 105
Abdul Razzaq	IT Officer Services abdul.razzaq@szabist.edu.pk	100 Clifton - Ext # 277
Zaheer Ahmed Bhutto	Assistant IT Officer Services zaheer@szabist.edu.pk	100 Clifton - Ext # 277
Amjad Ali	IT Officer Services amjad.ansari@szabist.edu.pk	100 Clifton - Ext # 277
Kashif Ali	IT Officer Services kashifali@szabist.edu.pk	100 Clifton - Ext # 105
Waqas Anwer	IT Officer Services waqas.anwer@szabist.edu.pk	100 Clifton - Ext # 108
Junaid Akhtar	IT Officer Services Junaid.akhtar@szabist.edu.pk	100 Clifton - Ext # 108
Zohaib Ahmed	IT Officer Services zohaib.ahmed@szabist.edu.pk	100 Clifton - Ext # 105
Sameer Ali	IT Officer Services sameer.ali@szabist.edu.pk	100 Clifton - Ext # 182
Yahya Rashidi	IT Officer Services yahya.rashidi@szabist.edu.pk	100 Clifton - Ext # 182

Support Staff (IT Help)

Name	Designation & Email	Location and Extension
Asif Bhutto	Assistant Manager IT Support asif.bhutto@szabist.edu.pk	100 Clifton - Ext # 132
Shafiq Ur Rehman	IT Support Assistant shafiq.rehman@szabist.edu.pk	100 Clifton - Ext # 132
Sadafullah	IT Support Assistant sadafullah@szabist.edu.pk	100 Clifton - Ext # 132
Babar Ali	IT Support Assistant Babar.ali@szabist.edu.pk	100 Clifton - Ext #132
Abdullah Usmani	IT Support Assistant abdullah.usamani@szabist.edu.pk	100 Clifton - Ext # 132
Zeeshan Khan	IT Support Assistant zeeshan.khan@szabist.edu.pk	100 Clifton - Ext # 132
Vishal	IT Support Assistant viram@szabist.edu.pk	100 Clifton - Ext # 132

Network Operation Centre (Data Center) / Wi-Fi Technology

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

Name	Designation & Email	Location and Extension
Asif Ali Samejo	Senior Manager Network & Systems samejo@szabist.edu.pk	99 Clifton - Ext # 123
Wajeeh-ul-Hassan	Network Administrator wajeeh@szabist.edu.pk	99 Clifton - Ext # 145
Muhammad Danish Khan	Network Security Engineer Danish.khan@szabist.edu.pk	99 Clifton - Ext # 145
Tanveer Ahmed Khan	Officer IT Support tanveer.ahmed@szabist.edu.pk	99 Clifton - Ext # 137
Abdul Sami Noor	Audio Sound Support sami.noor@szabist.edu.pk	99 Clifton - Ext # 145
Nasrullah	Audio Sound Support nasrullah.morio@szabist.edu.pk	99 Clifton - Ext # 145

Timings

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

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

(Sundays Closed)

Software Wing (ZABSolutions)

Name	Designation & Email	Location and Extension
Shahid Khan	Manager Software Development shahid.khan@szabist.edu.pk	100 Clifton-Ext # 238
Naveed Ahmed	Senior Software Engineer naveed@szabist.edu.pk	100 Clifton-Ext # 238
Aamir Habib Farooqui	Senior Software developer aamir.habib@szabist.edu.pk	100 Clifton-Ext # 238
Ezzat Gul	Software Engineer ezzat.gul@szabist.edu.pk	100 Clifton-Ext # 238
Nazar Muhammad	Software Engineer nazar.muhammad@szabist.edu.pk	100 Clifton-Ext # 238
Muhammad Qasim	Senior Software Engineer muhammad.qasim@szabist.edu.pk	100 Clifton-Ext # 238
Ritoo Talreja	Web Developer ritoo.talreja@szabist.edu.pk	100 Clifton-Ext # 238

Timings

9:00 am - 6:30 PM (Mondays-Fridays)

11:00 am - 6:30 pm (Saturday)

(Sundays Closed)

ZAB FM 106.6 (Pakistan's 1st 24/7 Educational Radio)

ZABFM 106.6 is an initiative by Shaheed Zulifkar Ali Bhutto Institute of Science & Technology and it was a very substantive step into the field of education. It is a honor for the nation as we are producing the talented and most efficient candidates in the form of great speakers to the nation along with the responsibility of spreading education, awareness, skill & aesthetic approach through the airwaves. ZAB FM 106.6 has a highly qualified and skilled team to ensure the smooth functioning of FM Transmission.

Name	Designation & Email	Location and Extension
Attique Rafique Memon	Manager Operations armemon@szabist.edu.pk	100 Clifton-Ext # 237
Abdul Qadir	shift Supervisor qader@szabist.edu.pk	100 Clifton-Ext # 237
Hakim Nizam Mungwano	Assistant Editor hakim.nizam@szabist.edu.pk	100 Clifton-Ext # 237

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

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

Booking Procedure for Media Studio at 154 Clifton:

- All requests to reserve the production studio, production equipment, sound lab, editing equipment, etc. need to be submitted to the Head of the Faculty of Media Sciences or the Program Manager for approval at least three days in advance. No requests will be entertained unless submitted 72 hours prior to the date.
- Students/Faculty/Staff members may send electronically generated requests to the concerned Course Facilitators/Program Managers/Line Managers for approval before sending the approved requests to the Cage and Head of the Faculty of Media Sciences and/or Program Manager.
- Students/Faculty/Staff who reserve the equipment must pick and drop off all equipment themselves as per Media cage rules. Proxy drop pick-ups and drop offs will be liable for penalties as per Media Cage rules.
- All sections of the 'Reservation Form' have to be duly completed and all necessary signatures/approvals appended before submitting for approval.
- Students (individual or group) borrowing equipment from the Media Cage @ 154C are responsible for returning the same in working condition as when it was at the time of borrowing the equipment. Cost of lost, damaged, destroyed or stolen equipment will be borne by the student/applicant.
- In cases of damaged equipment being returned by students where repair work is required Szabist has a list of preferred vendors; students are encouraged to use these vendors. List of these vendors would be available with the staff at the Media Cage. Valid student picture ID is required to check-in and check-out any equipment.
- No food or beverages are allowed in any of the Media Labs, Production Studio and the Sound Lab. Students caught eating or drinking in the Labs, Studio and Sound Lab will lose privileges for one week. Repeated violations may result in the loss of Studio and Lab privileges for the entire semester.

Media Cage @ 154C

Media cage @ 154C is equipped with state of the art industry standard production equipment including cameras, lighting and sound equipment, as well as well trained and experienced staff to facilitate students for all their production assignments.

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

- Students have the right to reserve the equipment for up to 12 hours per week. This could be done either for the entire 12 hours or split up into 3 hour slots over one week duration.
- All equipment reserved must be returned between 9:00 am and 12 noon on the day it is due to be returned. Students borrowing equipment must strictly adhere to this rule to avoid being penalized for late submissions.
- Reserved equipment can be picked up between 9:00 am and 7:00 pm daily from Mondays to Saturdays after which the students' booking will be considered null and void.
- Failure to return equipment promptly on the due date between 09:00 am and 12:00 noon will result in a penalty; missing the deadline line the first time will be counted as a first "strike" translated as two weeks' suspension on availing studio and cage privileges. Second and final "strike" will entail students' suspension of availing editing lab, studio and media equipment for the entire semester.
- In case of any damage to equipment when using it either on or off campus the student (or group of students) causing the damage and/or loss of equipment will be held responsible. It will be the responsibility of the student (or group of students) causing the damage and / or loss of Szabist's equipment to replace the damaged and/ or lost equipment within 30 days of the damage/loss. Failure to comply will result in debarring the student (or group of students) from future use of any lab and/or cage facilities. Media Sciences students are exclusively allowed to use Cage facilities. Other faculties' students are not authorized to use the cage facilities except in cases where the senior management authorises.
- Safety rules pertaining to the use of Media Cage facilities apply to all and sundry; Students using cage facilities must ensure that they have rubber sole shoes on at all times, in addition to using prescribed safety gloves to avoid electrical shocks and burning resulting from the use of heavy duty lighting equipment.

Studio at 154

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

Drawing Studio at 172/2

Drawing studio at 172/2 Clifton is used for drawing and other classes, shoots, exhibitions and screenings. Studio reservations are made through media science department up to one week in advance. Students will also be responsible for the condition of the studio area after finishing their work.

Audio/Sound Studio

Sound studio at 172/2 is providing facilities of recording audio, voiceover and mixing sound design projects equipped with latest gears and technology to record, design & mix sound projects in stereo & surround formats. Students can reserve the sound studio with an advance notice of one week or more for up to 4 hours per session twice a week. Please note that all reservations should be made through an audio studio assistant with his/her signatures.

Name	Designation & Email	Location and Extension
Asif Noorani	Faculty, Media Science asif.noorani@szabist.edu.pk	172 Clifton-Ex # 292
Syed Naeemul Hassan	Assistant Sound Officer syed.naeem@szabist.edu.pk	172 Clifton-Ex # 292
M. Aftab Hussain	Media Activity Supervisor aftab@szabist.edu.pk	154 Clifton-Ext # 312
Shahid Bhatti	Media Assistant shahid@szabist.edu.pk	154 Clifton-Ext # 312
Mohammad Naeem	Media Cage Assistant naeem@szabist.edu.pk	154 Clifton-Ext # 311
Zeeshan Basharat	Assistant Cameraman zeeshan.basharat@szabist.edu.pk	154 Clifton.-Ext # 311

Timings

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

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

Media Lab & iMac Suite

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

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

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

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

Name	Designation & Email	Location and Extension
Aamir Hassan Kazi	Associate Manager System aamir@szabist.edu.pk	100 Clifton-Ext # 228 Media Annexure
Ghulam Ali Qazi	Lab Assistant ghulam.ali@szabist.edu.pk	100 Clifton-Ext # 228 Media Annexure

Timings

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

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

ENGINEERING RULES GOVERNING MECHATRONICS LABS

- Students must thoroughly read the assigned work. It will be assumed that they have studied the assigned work and have understood the majority of the material and technical terms before the start of the experiments.
- All the original data have to be recorded in a Report sheet during the laboratory sessions. Data recording on rough sheets of paper is not allowed. To check for the originality of the data, a ball pen or unerasable pen should be used. If a correction has to be made, just cross it out. They must hand over the Report sheet to the demonstrator for their signature after the data count.
- For safety reasons, students are requested not to leave their equipment unattended during the lab. Session. In the case of special circumstances, please seek the support of the class teachers/demonstrators
- All practical contribute to the final results of the sessional course. Thus any absent laboratory session automatically means lost marks for the final grade. Under special circumstances (supported by documentary proof), e.g. illness and other reasonable causes a laboratory session may be re-scheduled upon approval of the head of the department.
- During the class, students will be continuously assessed by performance tests on each experiment.
- To ensure your fellow students can proceed with their experiments in a degree of comfort and without undue noise and other disturbances, keep the noise level down and stay in your laboratory bench area. Mobile phones should be switched off during the experiments.
- Keep jumper wires and components at their place.
- Do not place any extension cord on the floor.
- Handle plcs with special care.
- Be careful and alert of the surrounding.
- Before using any tool , make sure to have proper training
- Ask the lab instructor if you are not sure what to do
- Focus on your work and do not talk unnecessarily
- Remove metal bracelets and watches
- Do not talk unnecessarily
- Take care of your stationery
- Before using any tool , make sure to have proper training
- Ask the lab instructor if you are not sure what to do
- Be careful and alert of the surrounding
- Never touch a spinning or rotating tool
- Turn off all electrical appliances after work
- After experiment ,discard the unwanted items

RULES GOVERNING BIOSCIENCES LABS

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

- Laboratory coats and covered shoes must be worn at all times in the laboratories.
- No smoking, eating or drinking will be permitted in the laboratories.
- Each student's bench space must be wiped properly before and after the laboratory session
- Accidents of any kind, cuts, burns, breakages of tubes or spills of microbial cultures, reagents and chemicals, leakage of natural gas, fire, must be reported to the faculty/staff immediately.
- All the materials to be used in the experiments must be labelled.
- All equipment must always be returned to their proper storage cases when not in use.
- Never remove/replace anything from the laboratories without the permission of faculty/staff.
- Never put solids, chemicals, reagents and blood samples in the sink.
- Wear safety glasses whenever necessary.
- Hairs should be properly tied.
- Always wash hands after experiments.
- Equipments' log books should be properly maintained.

154 Laboratory

Name	Designation & Email	Location and Extension
Shaista Urooj	Laboratory Technician shaista.urooj@szabist.edu.pk	154 Clifton-Ext #138

Timings

8:30 am – 5:00 pm (Monday-Friday) (Sunday closed)

172 Laboratories

Name	Designation & Email	Location and Extension
Kiran Fatima	Laboratory Technician kiran.fatima@szabist.edu.pk	172 Clifton-Ext # 200

Timings

8:30 am – 5:00 pm (Monday-Friday) (Sunday closed)

RULES FOR PSYCHOLOGY LAB

1. This lab is only meant for students of social sciences who are majoring in Psychology.
2. In the main, the lab is meant for psychological testing but all classes of psychology related courses are also held if and when required.
3. No testing material can be taken out of the lab.
4. No photocopying of the testing material can be done.
5. Fine will be charged on the damage of the lab material.
6. Usage of mobile phone is prohibited.
7. No snapshots can be taken of the testing material; otherwise whoever will be found guilty of the same would be banned from future use of the lab and can even fail his/her course on non-completion of the required testing.
8. Students need to issue the required testing material from the lab assistant to use in lab only.
9. Use only those tests and manuals you have been trained to use.
10. When testing is done, returned the material to the lab assistant.
11. Any student other than psychology major brought as a subject should be instructed to follow the rules of the lab.
12. Instructions of the lab assistant should be followed.
13. Inappropriate behavior and irresponsible attitude could result in banning from entering or using lab or its material for good.
14. Silence is to be maintained at all times during the lab work so as not to disturb other students doing the testing.
15. No food or drinks are allowed in the lab.

RULES GOVERNING FINANCIAL ASSISTANCE

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

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

SZABIST-Funded Scholarships

SZABIST funded Scholarships are as follows:

SZABIST Need-Based Scholarships

- SZABIST Need-Based Scholarship is offered in Fall each year and covers two semesters. The scholarship covers tuition fee in varying percentages such as 100%, 75%, 50% and 25%. Selection is based on:
 - Need and merit as determined by SZABIST, and
 - Assessment through a panel interview.
- For renewal of scholarship in second semester, a minimum CGPA of 2.5 is required.



RULES GOVERNING SZABIST MERIT-BASED SCHOLARSHIPS

SZABIST Merit-Based Scholarships

- SZABIST Merit-Based Scholarship will be awarded from Second semester onward, and is renewable for each semester depending on student's performance.
- The total amount of scholarship per program per class/section is equal to 25% tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded 25% fee waiver for the following spring semester.
- Student with the highest semester GPA is eligible for 25% Merit-Based scholarship, in the subsequent semester provided the candidate has:
 - Obtained a minimum semester GPA of 3.70 for all programs.
 - Taken full load of courses with assigned section during regular semesters, i.e. fall and spring, both for calculation of Semester GPA and availing the scholarship.
 - Students with extra and repeat courses are not eligible for the Scholarship. Students enrolled in programs with more than 10% subsidy are not eligible.
 - Transfer/Open students are not eligible for the Scholarship.
 - External Programs, EMBA, MS and PhD students cannot avail this scholarship.
 - If there is more than one student with the same GPA in a semester, then the scholarship amount will be awarded on the basis of percentage of marks.
 - Upon maintaining the same status, the scholarship may be extended for the next semester, provided the criteria are met for that semester.
 - In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.
 - The above scholarship guidelines are subject to change at any time and for any semester as approved by Academic Heads, and will be applicable to all new and continuing students.
 - The scholarship program can be withdrawn at any time as approved by the Academic Council.

For more information, please contact the Academics Department.

External Donor Agencies-Funded Scholarships

- SZABIST also awards scholarships in collaboration with external donor agencies, such as:
 - Sindh Education Endowment Fund Scholarship
 - Baluchistan Education Endowment Fund Scholarship (Partial Funded / Full Funded)
 - USAID Funded Merit and Need-Based Scholarship
 - HEC-Indigenous PhD 5000 Fellowship Program
 - Mitsubishi Corporation Scholarship
 - Hilton Pharma Pvt. Ltd. Scholarship
 - Orange Tree Foundation Scholarship
 - Various community-based scholarships
- SZABIST also offers loan facilities as under:
 - Ihsan Trust's Qarz-e-Hasna Interest Free Loan Facility
 - The Citizens Foundation Financial Assistance
- For more information, contact the External Relations and Financial Assistance (ERFA) Department

Name	Designation & Email	Location and Extension
Naila Shah	Manager (ERFA) naila.shah@szabist.edu.pk	153 Clifton-Ext # 104
Huneza Sakhi	Officer (ERFA) huneza@szabist.edu.pk	153 Clifton-Ext # 104
Faisal Karim	Assistant Officer (ERFA) faisal.karim@szabist.edu.pk	153 Clifton-Ext # 104
Nooruddin Bhamani	Assistant (ERFA) nooruddin.bhamani@szabist.edu.pk	153 Clifton-Ext # 104

Department Email Address: erfa@szabist.edu.pk

Timings

10.00 am – 6:00 pm (Mondays-Friday)

11:00 am – 5.00 pm (Saturday) Sunday Closed

RULES GOVERNING EXECUTIVE DEVELOPMENT CENTER

- SZABIST Executive Development Center (EDC) serves as a liaison between job-seeking SZABIST graduates and organizations, through relationship building and networking with the most coveted companies in Pakistan. It facilitates students in the completion of their degree requirements, personal development, and job placements. It also keeps in touch with the alumni for profile updates, relationship building, and mentoring. In order to receive updated information of jobs and internships placements, students are required to:
 - Join Facebook/LinkedIn page (www.facebook.com/groups/edckarachi)
 - EDC has a separate job portal to facilitate students for internships/placements. (<https://edc.szabist.edu.pk/EDCJobPortal/Login.aspx>)

Student Development Counseling Workshops and Mock Interview Session

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

Internship Placements

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

Apprenticeship Placements

- The students of the BS Entrepreneurship program are required to undertake two mandatory apprenticeship (instead of an internship) with any start-up or small and medium enterprise (SME).
- In 5th semester, every student enrolled in the BS Entrepreneurship program has to do a 6-week apprenticeship with any start-up or small and medium enterprise (SME).
- Similarly, in 7th semester, these students have to do the second 6-week apprenticeship with any other (or maybe the same) start-up or small and medium enterprise (SME).
- A student can request the EDC to issue a letter. After obtaining the consent of that firm and before starting an apprenticeship, the student will notify it to the concerned program manager and EDC via an email.
- After completing Apprenticeship, students are required to write a report on how well it enriched the student's learning. This report, along with the 'Apprenticeship Certificate' issued by the company and 'Apprenticeship Evaluation Form' filled by the company, are to be uploaded at the portal within given deadline.
- Those who are already employed may request a waiver by submitting the 'Apprenticeship Waiver Form' with minimum 10 month employment certification and any necessary documentation at the time of degree completion. Such requests are approved on a case-to-case basis.

Job Placements

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

Alumni Reunion

EDC hosts an annual reunion dinner for the alumni to provide them with an opportunity for networking.

SZABIST Alumni Global Association

SAGA will act as a liaison between the Alumni body and SZABIST to promote the welfare of the Alumni and the Institute. The aim of SAGA is to establish ties between Alumni and SZABIST that bind through volunteerism, involvement and partnership.

Ambassador Show

To strength the bond with SZABIST, alumni are invited as guest speakers, mentors/trainers, on the alumni ambassador show on ZAB FM 106.60.

Alumni Testimonials

Alumni Testimonials are published monthly on EDC website alumni share their experiences and the set of skills that SZABIST equipped them with.

Alumni Meeting

EDC arranges Alumni meeting twice in a year to keep up with the current businesses with respect to curriculum, skills development, brand image, culture, procedures, alumni engagement and so forth.

Alumni placement

EDC searches Job Opportunities for Alumni and post that job ads on Alumni SZABIST Facebook Group and email on Yahoo Group as well.

Career Development Webinars

EDC has started a series of Career Development webinars, the purpose of the webinars is to engage Alumni (national and global).

Alumni working on top positions throughout the world are invited to deliver talks on different career development topics to enhance the knowledge of current students and Alumni.

Career Fair

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

Graduate Directory

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

Alumni Relations

- EDC endeavors to keep in touch with the SZABIST Alumni and update their contact details and current employment status. To strengthen the bond with their alma mater, the alumni are invited as guest speakers, motivational speakers, and mentors.

Name	Designation & Email	Location and Extension
Hajra Arif	Manager, EDC hajra.arif@szabist.edu.pk	99 - Clifton - Ext # 174
Nadia Ansari	Assistant Manager, EDC nadia.ansari@szabist.edu.pk	99 - Clifton - Ext # 154
Ajia Ishraq	Alumni Officer, EDC ajia.ishraq@szabist.edu.pk	99 - Clifton - Ext # 173
Shahzaib Azad	Corporate Liason Officer ,EDC shahzaib.azad@szabist.edu.pk	99 - Clifton - Ext#154
Sehrish Saeed	Executive Development Officer, EDC sehrish.saeed@szabist.edu.pk	99 - Clifton - Ext # 154
Muhammad Shoaib	Executive Development Officer, EDC muhammad.shoaib@szabist.edu.pk	99 - Clifton - Ext # 154

Department Email Address: edc@szabist.edu.pk

Timings

9:00 am - 6:30 pm (Mondays - Friday)

10:00 am - 5:00 pm (Saturday)

Sunday Closed



RULES GOVERNING STUDENT ACTIVITIES & ASSOCIATIONS

Student Engagement

- SZABIST aims at providing a holistic experience to its students where alongside, in addition to academics, a wide range of co-curricular and extra-curricular student activities are offered.
- Students at SZABIST have an opportunity to be involved in leadership & public speaking, sports, community services, art, culture & film, technology, entrepreneurship & field trips and social events.



Community Services at SZABIST

At SZABIST, it is expected of all students to develop an understanding of the social woes, concerns and problems of individuals and groups in the society they live in aiming to work towards giving back by providing help and assistance to those in need. To serve society and the community at large being one of the core values enshrined in the ideology of SZABIST makes the university focus on training for the future, leaders with a social conscience, who think about others in need and work towards helping to improve their lives and living conditions.

Co-Curricular Activities

- A project or idea may be approved by the course instructor or Program Manager in line with the relevant courses leading to planning, organizing, financial management and end goals.
- All such projects require approval from Head of Department upon recommendation by Program Manager after submission of project proposal. Project proposal should have scope, purpose, relevance to course, and financials.

Extra-Curricular Activities

- Any idea or project put up by Lions Club, RCoSKM (student societies fully focused on social work/welfare) or Social Responsibility team of SSC after an initial discussion is to be put in writing with all procedures pertaining to planning, financial prudence guidelines, event approvals and execution, followed.
- Any initiative approved must have clearly defined goals and add value to the cause or area/sector identified for assistance.
- All donations/proceeds to be recorded for internal purposes and distribution to be documented as well.

Among such projects include the Art & Discourse for Change project funded by a substantial grant acquired through a contractor of USAID for the period 2007-18. Today, projects like 'Umeed' that teaches literacy and basic education to lower staff at SZABIST, 'Nijaat' which focuses on women empowerment and mental health and EPC (Environmental Protection and Conservation) to create awareness about environmental sustainability and engaging students in environmentally friendly practices are also run by the students under relevant societies.

The Office of Student Advisory

The Office of Student Advisory keeps students engaged in extra-curricular activities to allow for students to explore their talents and develop problem solving skills so that they may be better equipped to become tolerant leaders for tomorrow with the vision and willingness to contribute and work towards change.

SZABIST Student Council

- The SZABIST Student Council (SSC) since its inception in 2009 has been a body of hardworking, ambitious and talented individuals who are elected under the supervision of the Election Commission of SZABIST with members of its work force also selected by means of an entrance test and screening process all on an annual basis to form the student government at the institute.
- The primary purpose of the SSC is to promote general interests of its members as students for academic, disciplinary, extra-curricular or other matters relating to the affairs of the students of SZABIST. Furthermore, it acts as a parent body to its chapters in other campuses of SZABIST namely, SSC-Hyderabad Chapter, SSC-Islamabad Chapter, SSC-Larkana Chapter and SSC-Dubai Chapter.

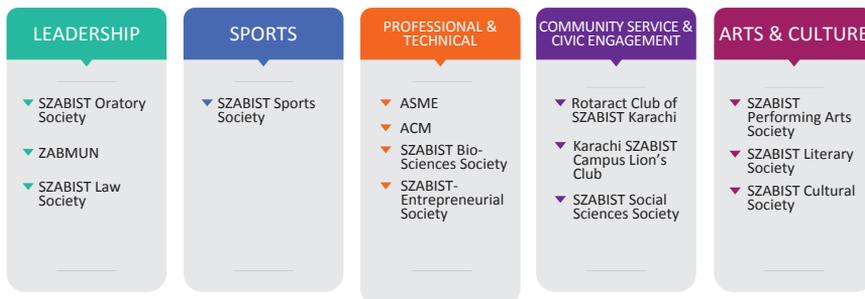
The SSC is an elected student body that is comprised of the Executive Branch (EB), Council of Common Interests (or Program Representatives), General Body and Societies Committee.

The Executive Branch of the SSC consists of elected members to serve as President, Vice President, General Secretary, Treasurer, Secretary Legal, Secretary Operations, Secretary Resource Mobilization, Secretary Media and Communication and Secretary Projects and Training.

Each program at SZABIST has an elected Program Representative in the SSC. The program wise representation of students within the SSC shall be one representative for every 250 students of a program.

The Five Pillars of SSC and Student Societies

The SSC and all its student associations and clubs fall under the purview of and are registered with, the Office of Student Advisory once they are formed. To ensure that democratic norms are adhered to, every year proper elections are held for the various offices of these student societies under the supervision of Student Council/Student Advisor/SZABIST Election Commission.



✈ To get more information, please visit the SSC office or its website www.szabistssc.org.

Departments of SSC

The SSC has following four functions to ensure smooth running of students' activities.

Projects and Training

This department is responsible to look for potential collaborative opportunities to engage students in meaningful projects with the external associations including HEC or others. Also, this department ensures the training of SSC members for carrying out their responsibilities professionally.

Resource Mobilization

This wing is responsible for business development and resource management for SSC functioning through out the year. This wing is also significant in networking and external outreach for potential collaborative opportunities for effective utilization of resources at SZABIST.

Operations

Operations department of SSC facilitate all logistical needs of the activities executed by the SSC, maintain a vendor management list to be utilized by SSC and Student Societies and campus facilitation for carrying out their activities.

Media and Communication

This department of SSC is responsible for branding of SSC as well as handling the social media activity. It also produces 'Odyssey,' a students literary publication, quarterly, a bi-monthly (due to Covid period otherwise monthly) newsletter, 'The Reporter' and now work is underway on an upcoming SZABIST Comic Book Series.65

Student Support Services

Name	Designation & Email	Location and Extension
Bibi Zohra Hoti	Assitant Officer SSS bibi.zohra@szabist.edu.pk	100 Clifton - Ext # 261
Naveed Ahmed	Assitant Officer SSS naveed.ahmed@szabist.edu.pk	100 Clifton - Ext # 261
Ubaid Ur Rehman Javeed	Assitant SSS ubaid.javeed@szabist.edu.pk	100 Clifton - Ext # 261

Department Email Address: studentaffairs@szabist.edu.pk

Timings

09:00 am - 6:00 pm (Mondays-Saturdays)

RULES GOVERNING STUDENT CODE OF CONDUCT

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

General Guidelines

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

Behavior

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

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

Dress Code

- All students are expected to wear suitable attire and act in a manner that is appropriate for any Institution of Higher Learning. Student attire must be culturally or socially inoffensive in style, cuts or prints. Examples of attire that is not allowed on campus includes:
 - Hawaiian chappals and/ or flip-flops; slides;
 - Loungewear;
 - Shorts, Bermudas/ three-quarter trousers; and
 - Ripped jeans
- Students are expected to be well-groomed, presentable, clean, and tidy, as they are representatives of SZABIST within and outside SZABIST premises
- Students are to be in formal attire for any special occasion e.g. guest lectures, conferences, seminars, moot court competitions, and presentations.

Environmental Protection

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

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

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

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

Counseling:

To ensure that students are able to work to the best of their abilities SZABIST provides professional student counseling to ensure an all-inclusive and nurturing environment that allows students to become good, well rounded and responsible human beings.

Types of Counseling Available to Students

Academic Counseling:

- All students report to their Program Managers who offer guidance pertaining to course selection, class timings and schedule, course registration, attendance and all other academic matters.
- Program Managers may also advise on co-curricular activities.
- For certain issues, Program Managers may refer matters to Head of Department for resolution.
- Program Managers are to meet with students falling on probation and allowed to take (N2) or less load of the regular semester load only. Students on probation are counseled to improve their GPA to above 1.75 to avoid dismissal.
- A student securing a CGPA below 2.00 for two consecutive semesters is dismissed from the program, so he/ she may want to discuss with PM regarding other options.
- PM is available to meet in case any prospective student wants to get some specific queries related to the admission of their program.

Career Counseling:

- The Executive Development Center (EDC) offers guidance through Assistant Manager & Manager EDC on all matters pertaining to career choices and paths.
- Additionally, EDC offers opportunities to students with regard to internship and job placements allowing for the guidance and discussion interning and placement opportunities.

Personal Counselling:

- All personal counseling services will be provided by an in house counselor/therapist.
- All students willing and able to discuss and treat issues of a personal nature may avail the services of the counselor who, by virtue of being a trained and licensed psycho-therapist, would help treat issues students might be concerned about or problems they may be afflicted by all with the aid of counseling and therapy.
- In case of minor issues related to advise related to personal issues, students may contact Program Manager or HOD.
- For serious matters, Program Mangers may recommend students to approach the in-house counselor or seek external help.

Referral to the Counselor

A student of SZABIST may be referred to the Counselor by Faculty/Staff through the concerned Program Manager, PM/HoD/Dean, Student Disciplinary Committee (SDC) or Anti- Harassment Committee (AHC) with information to Head of Student Support Services (HoSSS) and Student Affairs Advisor (SAA).

Any student of SZABIST may directly approach the Counselor by email at counselor@szabist.edu.pk

Counselling related to Extra-Curricular Activities:

- The Office of Student Advisory/Affairs provides guidance on all extra-curricular activities that take place on campus;
- Manages and supervises overall activities of Student Societies and SZABIST Student Council (SSC) at SZABIST, Karachi. Acts as a liaison between the SSC and the management of SZABIST.
- Ensures that SSC and its societies' activities are held in compliance with the SSC constitution, financial and administrative procedures and SZABIST management guidelines.
- Arranges student activities within and outside campus through Activities Coordinators and staff of the Department of Student Support Services.
- Counsels students regarding their behavior and general guidance and helps them to understand their potential and ways to pursue their goals.
- Certain cases may be referred to Head of Student Support Services or Vice President (Academics)

Grievance Management

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

Feedback Related to Program

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

Feedback Related to Student Support Services

Students may also meet with the Student Advisor or Head of Student Support Services for any further guidance or feedback on non-academic matters.

Conflict Resolution

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

The composition of a typical SZABIST Disciplinary Committee is as follows:

- Head of Student Support Services
- Student Advisor
- Relevant Program Manager
- Any co-opted member, as per the need.

Email Address: sdc@szabist.edu.pk

Misconduct:

Matters pertaining to student(s) being alleged of the following action(s) are to be referred to the Student Disciplinary Committee

- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the SZABIST, including offensive behavior, on SZABIST premises;
- Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the SZABIST or any visitor to the SZABIST;
- Behavior which brings disrepute/ defamation on SZABIST;
- Misuse or unauthorized use of SZABIST premises, facilities or items of property including computers and library;
- Intentional or reckless damage to, or defacement of, SZABIST property or the property of members of the SZABIST and community;

- Acts of dishonesty including theft, fraud, deceit, or deception in relation to the SZABIST, its student, faculty, staff,;
- Harassment of any student, faculty, staff, or any authorized visitor to the SZABIST, whether physical, verbal, sexual, racial or bullying, including defamation of character or slander (which may be referred to the Anti-Harassment Committee).
- Violent, indecent, disorderly, threatening or offensive behaviour or language in SZABIST premises/ events whether directed towards student, faculty, staff, or a member of the public within SZABIST premises/ events; • Obstruction of, or improper or fraudulent interference with, attendance.
- Indulgence of students in illegal practices in Examination as prescribed in student handbook.
- Refusal to submit to the authority of any legitimate decision of the authoritative body or staff member of the University;
- Encouragement to a fellow student to commit any act of misconduct;
Conviction in a criminal court shall be prima facie proof of misconduct, where applicable.
- Any act that endangers safety of self or any staff or faculty member of SZABIST
- Usage, possession or distribution of arms, contraband material (drugs/ alcohol), offensive literature/ hate material in SZABIST premises/ events
- Misrepresentation, forgery of documents, hacking, calumniating/maligning the name and reputation of SZABIST or its officials
- Violation of any rule or code of conduct
- Any act on part of the students that is considered socially and morally undesirable.

Anti-Harassment Policy

Purpose:

The committee under Protection Against Sexual Harassment of Women at the Workplace Act, 2010, in line with the HEC Policy on Protection against Anti Harassment in the Higher Education Institutions has been formed for dealing with all cases of harassment against women at SZABIST. The term 'Women' for the purpose of this committee refers to female students, faculty and staff/ Employees of SZABIST.

Committee Members:

- Chairperson
- Manager HR SZABIST
- Student Affairs Adviser SZABIST
- Manager ERFA

The following may also be consulted, as a co-opted member, as per the need:

Legal Representative

Program Manager/ Head of Department (by invitation subject to the matter/ Case at hand)

Guidelines:

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

Anti-Drug and Tobacco Abuse policy**Purpose:**

- The committee under Drug and Tobacco Abuse in Higher Education Institutions Policy (2021) by Higher Education Commission has been formed for dealing with all cases related to drug and tobacco abuse. This policy is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of SZABIST (campus, class rooms, libraries & cafeterias etc.)
- The committee aims to facilitate SZABIST family members by ensuring a drug free and smoke free environment at SZABIST and to take measures to safeguard the interests of the students in the following ways.
 - By raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption.
 - By coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed.
 - By resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in SZABIST

Committee Members:

- Chairperson
- Focal person
- One male and one female faculty member
- One member for student body
- Student Counselor

Guidelines for reporting and consultation:

- Student may email at adtc@szabist.edu.pk for any medical and/or mental health assistance or consult regarding drug Abuse or smoking.
- The identity of the whistle blower/complainant shall be kept confidential
- The committee may investigate and collect information on its own as well in tandem to rules and policies of the university.
- All complaints shall be decided by the ADTC within one month of their receipt.
- The committee may decide penalties and/or recommend counselling sessions as per the severity and frequency of the concern.
- SZABIST has the right to report the violation to the appropriate authorities including law enforcement agencies in the case of distribution or sale of illicit drugs.
- An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision to the Vice Chancellor.
- In the event that the ADTC determines a false allegation, disciplinary action might be taken against the complainant.



OTHER FACILITIES: ACTIVITY ROOMS, GAMES' ROOM, PHOTOCOPY SHOP & CAFETERIA

Activity Rooms and Games' Room

- Furnished Activity rooms in 100 Campus are open to students from 8:00 am – 10:00 pm.
- A Games' Room for indoor games (table tennis, darts, chess, etc.) is also open for students for the same duration as above.
- Music instruments are also available for those selected as part of the the music programme/SZABIST band.

Photocopy Shop

Photocopy facility at 99, 100 and 154 Clifton is available to the students at a very nominal cost.

Timings of Photocopier at 99 Clifton

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

Timings of Photocopier at 100 Clifton

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

Timings of Photocopier at 154 Clifton

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

Cafeteria

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

Timings of Cafeteria

Timings of Cafeteria at 99, 100, and 154 Clifton
9:00 am - 8:45 pm (Mondays - Saturdays)
1:00 pm - 2:00 pm (Fridays Closed) Sundays Open (Subject to class timings)



Institutional Research Quality Enhancement Cell

- IR/QEC supports institute-wide strategic planning; manages and coordinates the majority of campus survey development and research and provides reports on management information and policy analysis.
- The department's officials collect, analyze, report, and warehouse quantitative and qualitative data of SZABIST students, faculty, staff, alumni, curriculum, course offerings, and learning outcomes. IR/QEC personnel are involved in collecting and reporting information to the Management for policy development, revision and new initiatives thus encouraging continuous improvement in Academic operations at all campuses.
- IR/QEC annually reports SZABIST's academic progress and achievements to the QAA of HEC. Based on the latest assessment by the Quality Assurance Agency (QAA) of the Higher Education Commission (HEC), SZABIST's Quality Enhancement Cell has been ranked in the highest category that is "W". This reflects the excellent performance of the SZABIST's QEC in ensuring adherence to the high-quality standards of academic programs delivered at SZABIST.
- IR/QEC works with close liaisons with academic departments for the development of Self-Assessment Reports, conducting Post Graduate Program Reviews, arranging Institutional Performance Evaluations (IPE) review visits, and performing Examination Audit exercises. IR/QEC of SZABIST is determined to embed a Quality Conscious Culture across the Academic and Administrative departments of SZABIST.
- Various surveys are conducted by the department through ZABLMS giving students an opportunity to communicate with the Management and provide feedback. All responses are kept anonymous and research guidelines are strictly followed.

IR/QEC can be contacted and provided feedback by sending an email on ir_qec@szabist.edu.pk or visiting <https://szabist.edu.pk/ir-qec/>

- Students and Instructors may contact the Institutional Research Department if there is a need to make suggestions or comments that can help further improve the course. A link is also provided on your ZABDESK account for frequent and trouble-free feedback. The
- Institutional Research Department would like to hear your feedback about the following:

Students

- Current Student survey
- Graduating Student Survey
- Alumni Survey
- Teacher Evaluation
- Course Evaluation
- Course Content/ thoroughness
- Lecture Delivery/Supplementary Material
- Facilities/Labs/Software/Hardware Support
- Course alignment with learning outcomes
- Any other comments/feedback

Instructors

- Faculty survey
- Availability of teaching material
- Facilities/Internet/Administrative Support
- Labs: Software/Hardware/Technical support
- Availability and quality of Teaching Instruments
- Any other comments/feedback

ANNEXURE-A

List of Forms

All Forms are available at the Reception Desk of 99 and 100 Clifton Campuses.

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

ANNEXURE-B

List of Registration Charges, Fines, and Penalties

<i>Registration Charges/Fines/Penalties</i>	<i>Amount (Rs)*</i>
Registration Charges/Fines/Penalties	Amount (Rs)* Absence in
Forums/Video conferencing/IS Advisor Meetings	1,500
Cheque return charges	1,000
Comprehensive exam fee (per attempt)	1,000
Letter Grade	1,000
Duplicate admit card fee	Rs. 1000/- per duplicate
Duplicate degree	13,000
Duplicate degree (urgent)	14,000
Duplicate final transcript	3,000
Revised Final Transcript and Degree	14,500
Degree and Convocation Fee*	20,000
Exam Re-take Fee	5000
Laser Black Printing per page	5
Laser Color Printing with graphics per page	20
Laser Color Printing without graphics per page	15
Late book return (per day)	50
Late fee	5% of Semester/Annual Fee till 2 nd Week
	5%+1000 from 3 rd Week till end Of 8 th Week
	5%+2000 from 9 th Week onward
Late registration	1,500
Late arrivals at Forums/Video conferencing	500
Loss of book	200% of price
Media cage Penalty	Depending upon the equipment
National Research Conference registration for students	1,000
National Research Conference registration for Non-SZABIST students	2,500
National Research Conference registration for faculty and professionals	5,000
Inter-campus Off-line examination fee	2,500
Inter-campus On-line examination fee	5,000
Re-counting fee of Final exam paper	1000 per paper Scrutiny fee of
Final exam paper (for full scrutiny per paper)	5000
Smoking in Non-Smoking areas of Campus	1,000
Transfer from other SZABIST Campus	30,000
Tampering with computer	1,000

Registration Charges/Fines/Penalties**Amount (Rs)***

Writing on desk and walls, etc.	500
EMBA Re-take fee:	
Mid-term exam/Final exam	5000
SZABIST ID Card Re-issuance Charges	500
Late admit card varification Charges	500 Slab 1
	1000 Slab 2
	1500 Slab 3

*This fee is subject to change as per the decision of the Convocation Committee. (Including Gown fee)

ANNEXURE-C

Office of Research Innovation and Commercialization

ORIC is an academic support department in Shaheed Zulfiqar Ali Bhutto Institute of Science & Information Technology (SZABIST) that offers comprehensive services for research innovation and commercialization. It serve as a bridge in between multiple faculties and produces quality research and innovative products for filling patents / trademarks / designs.

ORIC SZABIST is continuously strengthening its relationship with the faculty and non-faculty members inwards, and with government & non-government organizations, industry and other higher educational institutions outwards.

Main purpose of ORIC is to manage intellectual assets from academia and converting them into technologies for strengthening industry and giving benefits to broader society. Therefore, ORIC are expected to intensely perform in key domains such as applied research, innovation, and commercialization through collaboration with industries.

Commercialization of knowledge within universities is difficult to manage because undergraduate students often lack industry experience. Globally successful universities are linked with the demands of industry and focus on market driven R&D that ultimately transform university knowledge into entrepreneurship.

Collective Services of ORIC

Research Excellence

- Academia Industry Linkages
- Competitive Grant Management
- Research Funding
- Capacity Building
- Seminar and Workshops
- Publication
- Training
- Intellectual Property
- Research Management
- Research Database Management

Innovation & Commercialization

- Intellectual Property Legislation
- Intellectual Property Linkages
- Research Innovation
- Research Commercialization
- Licensing
- Technology Scouting
- Startups
- Business Incubation
- Royalties
- Client Relation Prototypes

ORIC IN 2022

ORIC has compiled its Five Year Plan with special emphasis of industry (4.0). Sustainable Competitive advantage is the only objective of this proposal which can be achieved through training & development, coaching and guiding the future scientist and researchers.

This plan may also be defined in words i.e. **“Input – Throughput – Output”** strategy that creates enabling environment for linking academia with the industry.

ORIC SZABIST is about to complete its yearly journey for academic session 2021-22 and achieved the target of **Research Excellence** through: competitive grant management, coordination & networking, policy advocacy, case studies and civic engagement events. Similarly, ORIC is promoting **Innovation & Commercialization** activities through: IP legislation, IP linkages, networking & coordination, and commercialization activities.

ORIC has three ready to use publication i.e. Research Funding Window (RFW), Country Profile - Research & Innovation Indicators (CPRII) and Abstract Publication, for Research, Innovation & Commercialization. ORIC SZABIST has also submitted research projects on Higher Education Commission (HEC) supported grants National Research Program for Universities (NRPU), Local Challenge Fund (LCF), and Technology Transfer Support Fund (TTSF).

ORIC SZABIST has a functional website and about to publish a magazine named “ORIC Nama”. ORIC has also started an exclusive lecture series with the caption (نیا دور نیا کاروبار) “Naya Dour Naya Karobar”. ORIC has completed the survey on Unpaid Care Workers in collaboration with Parliamentarian Commission for Human Rights (PCHR). ORIC has also conducted numerous interactive session with the title “ORIC Ambassador”. Similarly, ORIC has developed its external as well as internal Data Bank for research. ORIC is also in the middle to conduct a showcasing event “FYP Conference”. Finally ORIC has completed its homework to take part in Kamyab Jawan Program announced by government.

For further information about ORIC SZABIST please visit oric.szabist.edu.pk.

Name	Designation & Email	Location and Extension
Dr. Bilal Ahmed	Director ORIC SZABIST dir.oric@szabist.edu.pk	153 Clifton - Ext # 407
Amber Nasreen Anjum	Manager Research Operations & Development amber.nasreen@szabist.edu.pk	172/1 Clifton - Ext # 282
Zareesh Zehra	Research Associate zareesh.zehra@szabist.edu.pk	172/1 Clifton - Ext # 283
Nayyar Ahmed Siddiqui	Research Associate nayyar.siddiqui@szabist.edu.pk	172/1 Clifton - Ext # 282
Mr. Junaid Javed	Administrative Assistant ORIC junaid.javed@szabist.edu.pk	153 Clifton - Ext # 407

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STUDENT HANDBOOK COMMITTEE MEMBERS

Ms. Wajeeha Javed (Head Student Support Services), Shaikh Muhammad Ahsan (Assistant Designer, Marketing Department),
Ms. Hareem Siddiqui (Student Affairs Advisor SZABIST & Assistant Professor, Management Sciences)



Student HANDBOOK 2022

Karachi Campus

99 and 100 Clifton, Karachi 75600
Phone: (92-21) 111-922-478. Email: info@szabist.edu.pk
www.szabist.edu.pk www.facebook.com/szabistofficial

Islamabad Campus

Street # 09, Plot # 67 Sector H-8/4, Islamabad, Pakistan
Phone: 051-4863363-65 Fax: 051-4863367
Email: info@szabist-isb.edu.pk

Larkana Campus

Sachal Colony, Larkana, Sindh, Pakistan
Phone :(92-74) 4053400-3 Fax: (92-74) 4044760
Email: info@lrk.szabist.edu.pk

Hyderabad Campus

Ground & 4th Floor, State Life Building, Thandi Sarak, Hyderabad
Phone # 022-2782441-3 Fax # 022-2782444
Email: info@hyd.szabist.edu.pk

Dubai Campus

6th Floor, Block-10, Dubai International Academic City, Dubai, U.A.E
Phone: +971 4 3664600 Fax: +971 4 3664607
Email: info@szabist.ac.ae, www.szabist.ac.ae

Gharo Campus

Email: admissions@ghr.szabist.edu.pk
Web: www.szabist.edu.pk/gharo-campus



www.szabist.edu.pk

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology