



Student Handbook 2023

Onwards

Institute of Management Sciences Peshawar

ABOUT THE STUDENT HANDBOOK

The Institute of Management Sciences (IMSciences) is a premier public sector business school of the country. The Institute was established in May 1995 as a constituent institute of Peshawar University. Due to significant achievements in a short span of time, the Government of Khyber Pakhtunkhwa decided in 1999 to develop it into a model institution of the country. It was given an autonomous status vide Ordinance No. XXXVII of 2002 and was placed under the Board of Governors (BOG) headed by the Governor Khyber Pakhtunkhwa. The Institute is dedicated to its unique approach in the region of providing management education based in cutting-edge research and comprehensive training.

The main purpose of the '**Student Handbook**' is to introduce you to the facilities, procedures and codes of conduct relating to students pursuing education at the Institute of Management Sciences (IMSciences), Hayatabad, Peshawar. It will sufficiently guide you as to how can you appropriately utilize the opportunities available at IMSciences. The instructions/information contained herein are subject to change from time to time as and when deemed necessary and appropriate on the part of IMSciences in order to meet the demands of the day. The procedures and instructions highlighted in the Student Handbook are applicable to all students of IMSciences unless otherwise specifically mentioned to the contrary provided that the Student Handbook is not a substitute for the comprehensive documents notified from time to time regarding Admissions, Academic Policies, Programs of Study, Grading and Evaluation, etc; etc.

The students are, therefore, advised in their own interest to regularly consult the notifications, circulars, announcements issued from time to time, in addition to this Handbook. No relaxation would be allowed on the pretext of '*being ignorant*'.

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CHAPTER 1

SEMESTER RULES

1. SHORT TITLE COMMENCEMENT AND APPLICATION

- i. These rules shall be called the Institute of Management Sciences, Peshawar Semester Rules-2017.
- ii. These rules shall come into force with immediate effect.
- iii. These rules shall be applicable to all degree programs offered by Institute of Management Sciences, Peshawar under semester system.

2. DEFINITION

- i. “Institute” means Institute of Management Sciences, Peshawar.
- ii. “Director” means Director of the Institute.
- iii. “Joint Director” means Joint Director of the Institute.
- iv. “Program Coordinator” means a faculty member of the Institute who has been assigned the duty of coordinating academic activities of that degree program, by the Director of the Institute.
- v. “Academic Program” means a program of studies which leads to the award of degree to the students in that program upon successful completion of all its requirements.
- vi. “Course” means a regular / full time course of study leading to the partial / successful completion of the program, as the case may be.
- vii. “Grade Point Average (GPA)” means the semester grade points earned in a semester or in the course of study divided by total number of credit hours.
- viii. Cumulative Grade Point Average (CGPA) is the summation of semester grade points (GPAs) of all semesters including thesis divided by the total number of credit hours taken by a student.
- ix. Admission Committee means a committee appointed for the purposes of interviewing, examining and selecting candidates for admission who qualify the prescribed eligibility criteria for admission.
- x. “Unfair Means Committee” means a committee constituted under these rules
- xi. “Semester Committee” means a committee constituted under these rules.

3. ACADEMIC YEAR / SESSION

The academic year / session shall comprise of two regular semesters and an optional summer semester.

- i. Fall semester shall normally start from August/September and will last till January.
- ii. Spring semester shall normally start from January/February and last till May/ June.
- iii. A summer semester of 8 weeks duration may be offered during summer vacations i-e June to August, in special circumstances. The contact hours in summer semester may be doubled to ensure that the course is completely taught during the summer session.

4. DURATION OF SEMESTER

- i. Each semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for teaching, and 2 weeks for examinations.
- ii. There shall be a “teaching break” to be called “Semester Break” of 1 week after every semester; this break shall be used for preparation/ submission of result and admission / registration processes of next semester.
- iii. There shall be two examinations in one semester i-e Mid Term (8 weeks teaching +9th week for examination) and Final Term (8 weeks of teaching +18th week of examination).
- iv. There shall be 100% lecture delivery for considering a semester as a valid semester.
- iv. However, if under some exigency the teaching in the Institute is suspended, the requirement of 100% could be brought to 14 teaching weeks upon the recommendation of Semester Committee, which shall be approved by the Director of the Institute.

5. ACADEMIC CALENDAR

The Institute will publish a schedule of complete academic year, including fall and spring semester for the convenience of the students, staff and faculty members. The calendar will include the following information.

- Semester starting date
- Holidays during the semester
- Semester ending date
- Mid Term / Final Term Exam
- Result notification date

6. CREDIT HOURS

- i. A credit hour means teaching a theory course for 60 minutes each week throughout the semester.
- ii. One credit hour in Computer Lab or practical work/project would require lab contact of three hours per week throughout the semester.
- iii. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digits represent the practical.
 - a. Thus 3 means three credit hours of theory, while 4 (3-1) means a total of four credit, of which three are of theory while one credit hour is for Lab/Practical and 3 (2-1) means a total of 3 credit, of which two are of theory while one credit hour is for Lab/Practical.
 - b. The weekly contact hours of a three credit hours course will be three, the contact hours of a 4(3-1) course will be six.

7. TEACHING METHODOLOGY

- i. Teaching at the Institute shall be conducted through lectures, discussions, case studies and practical work in laboratories, demonstrations, field work, seminars, tutorials, audio- visual aids, video conferencing, and study tours.
- ii. Teaching shall be conducted by the faculty member of the Institute or such other persons as may be declared to be a faculty member by the competent authority of the Institute.
- iii. Medium of instruction for teaching and examination will be English.

8. COURSE FILE

Maintenance of Course File is mandatory for all faculty members teaching a course(s) at the Institute. The Course File shall have complete record of all relevant academic activities undertaken during the delivery of a course in a semester. Contents of the course file shall be submitted as mentioned against each in the checklists given below.

1. COURSE FILE CHECKLIST – All Courses except CS/IT Courses

Serial	Content(s)	Source/Responsibility
1.	Course Syllabus (attached as appendix I and II)	To be uploaded to ERP/CMS by the faculty member concerned

2.	Weekly Teaching Schedule (Time-Table)	Will be available in ERP/CMS
3.	One copy of Best and Worst Assessment (e.g., assignment, project report, presentation, quiz etc.) administered in the course as described in its syllabus	The faculty member shall submit physically/upload scanned copy
4.	Copy of Mid-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
5.	Copy of Final-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
6.	Course Evaluation and Review (CER) Report Form (attached as appendix III)	The faculty member shall submit physically/upload scanned copy
7.	Monthly Record of Students' Attendance (ERP)	Will be available in ERP/CMS
8.	Course Log Template (CLT) (attached as appendix IV)	The faculty member shall submit physically/upload scanned copy
9.	Final Term and Mid Term Exam Results	Will be available in ERP/CMS

2. COURSE FILE CHECKLIST – CS/IT COURSES

Serial	Content(s)	Source/Responsibility
1.	Course Syllabus (attached as appendix I and II) <ul style="list-style-type: none"> • Course Objectives • Learning Outcomes 	To be uploaded to ERP/CMS by the faculty member concerned
2.	Weekly Teaching Schedule (Time Table)	Will be available in ERP/CMS
3.	Monthly Record of Students' Attendance	Will be available in ERP/CMS
4.	Complete Result of the Course (Final Term/ Mid Term Exam Result with assignments Score)	Will be available in ERP/CMS
5.	Copy of Assignment and Quizzes	To be uploaded to ERP/CMS by

		the faculty member concerned
6.	Model Solution of the Assessments (given in serial 5 above)	To be uploaded to ERP/CMS by the faculty member concerned
7.	One copy of Best, Worst and Average Assessment (e.g., assignment, project report, presentation, quiz etc.) administered in the course as described in its syllabus	The faculty member shall submit physically/upload scanned copy
8.	Copy of Mid-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
9.	Model Solution for the Mid Term Exam Paper	To be uploaded to ERP/CMS by the faculty member concerned
10.	One copy of Best, Worst and Average Mid Term (Answer Sheet)	The faculty member shall submit physically/upload scanned copy
11.	Copy of Final-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
12.	Model Solution for the Final Term Exam Paper	To be uploaded to ERP/CMS by the faculty member concerned
13.	One copy of Best, Worst and Average Final Term (Answer Sheet)	The faculty member shall submit physically/upload scanned copy
14.	Course Evaluation and Review (CER) Report Form (attached as appendix III)	The faculty member shall submit physically/upload scanned copy
15.	Course Log Template (CLT) (attached as appendix IV)	The faculty member shall submit physically/upload scanned copy
16.	Course Description Form (attached as appendix V)	To be uploaded to ERP/CMS by the faculty member concerned

17.	Course Monitoring Process Form (CMPF) (attached as appendix VI)	The Program Coordinator concerned shall submit physically/upload scanned copy
18.	Grading Policy	Will be available in ERP/CMS

9. ATTENDANCE

- i. Every student of the Institute is required to maintain at least 80% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to take final examination for that course.
- ii. In courses with Lab, every student studying such course is required to maintain at least 80% of the attendance in lab and 80% in class room, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in classroom, he/she shall not be allowed to take final examination for that course.
- iii. The 20% margin of absence from the classes is reserved for an illness case or other unavoidable circumstances falling under the Acts of God / Force Majeure.
- iv. Attendance in academic events, such as seminar, lab work, workshop or a skills development program, may be adjusted to cover the shortage in a given course. It is the responsibility of the students to constantly monitor their attendance level.
- v. Students who fail to meet the required attendance level shall not be allowed to appear in the final-term exam. However, the subject shall be considered a failure due to attendance shortage and it shall not be graded as 'F' in the transcript. Instead, it shall be shown as 'XF'.
- vi. 'XF' shall only be cleared by repetition of the course whenever offered.
- vii. 'XF' shall not be counted in the calculation of GPA/CGPA.

10. CHANGE OF COURSE

A student, with the permission of relevant Coordinators may be allowed to change elective courses within 14 days of the commencement of a semester. No change of course shall be allowed after 14 days' time limit.

11. CHANGE OF PROGRAM

A change in a program may be allowed to the newly admitted students by the Admission Coordinator within 14 days of the commencement of a semester, subject to the availability of seats/merit in the program. No change of program shall be allowed after 14 days' time limit.

12. REPEATING COURSES

- i. If a student is not allowed to take the examination of any course due to shortage of attendance or on failing a course, he/ she shall be required to register himself / herself in that course whenever offered again, attend the classes regularly and reappear in examination.
- ii. The credit hours of repeating courses shall be considered for the purpose of calculating maximum semester workload of the student.
- iii. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, but in case takes a new course in lieu of the course in which he / she failed, both the grade will reflect in his transcript i-e old course grade and new course grade.

13. IMPROVEMENT OF GRADES

- i. A student willing to improve his/her grade(s) from C or C+, in selected course(s) may be allowed, only once in a course, by the Semester Committee upon recommendation of Controller of Examinations provided the course(s) they intend to improve is/are offered.
- ii. Such improvement shall be allowed upon the payment of prescribed repeat course fees.
- iii. On improving subject, if one gets the grade less than the previous, the previous grade will be counted towards his passing CGPA.
- iv. The minimum attendance will be mandatory for the student in the course(s) for which he/she has registered for improvement of grades.
- v. *Student(s) may apply for improvement of grades within a maximum time of the degree. In case of improvement in score, revised transcript and degree shall be issued showing old and new scores. However, if the score does not improve, the old transcript and degree shall remain valid.*

14. ADDITIONAL SPECIALIZATION

- i. Students willing to take an additional specialization may enroll themselves for the required electives as and when the courses are offered in a regular semester.
- ii. Additional specializations will be offered only under the “regular program scheme”. However, special semester may be arranged upon the recommendation of the Semester Committee.
- iii. Additional specialization will be based on 1 year (2 semesters)
- iv. Only those students of the Institute will be eligible to apply for an additional specialization whose minimum CGPA is 3.5 in BBA, BCS, BS-SE and MBA.
- v. The Institute will not offer more than one specialization to a student at a time.

- vi. The institute will not issue any separate degree for additional specialization. However, a separate transcript and certificate will be issued for the additional specialization.

15. SEMESTER FREEZING

A student may be allowed to freeze a program if he / she is not able to continue under Force Majeure.

However, this option can only be exercised subject to the following conditions:

- i. Semester freezing will be granted by the Semester Committee upon recommendation of the program coordinator in response to the request made by the student with cogent and plausible reasons.
- ii. If a student freezes a semester, he/ she will resume his studies from the same stage where he/she left (froze).
- iii. The maximum duration of the degree program as stipulated in these rules shall remain the same.
- iv. Freeze semester shall be counted towards the duration of the program.
- v. The option of semester freezing will only be exercised after the completion of first semester.
- vi. The students on probation are not eligible for freezing of programs.
- vii. Student(s) will not be charged any semester/course(s) fee if the application for semester freezing is received before the start of mid-term examination; in case(s) where application for semester freezing is received after the start of mid-term examination, then full semester/course(s) fee will be charged.

16. SEMESTER REGISTRATION

After the completion of the final term examinations of the semester, one week semester break is given to the students wherein they are required to register themselves for the forthcoming semester.

The students are required to fill up their registration form and submit the same in their respective program offices along with the bank receipt for payment of fees. The attendance of the students, who fail to do semester registration, will not be marked.

17. TRANSFER OF CREDIT HOURS

The admission to any degree program of the Institute through transfer of credit hours from other Institute / University shall not be allowed under any circumstances.

18. GPA REQUIREMENT/PROBATION

- i. Students must maintain a minimum CGPA of 2.2 on a cumulative basis during the course of

their academic program. Student with a CGPA of less than 2.0 shall be dropped from the rolls of the Institute forthwith.

- ii. Students securing a CGPA between 2.0 and 2.2 will be on probation for one semester;
- iii. At the end of the semester, the students on probation shall be required to improve their CGPA to a minimum of 2.2. If a student on probation does not show an improvement, or his /her CGPA is below 2, the studies of the student shall be detained at that level.

The one-time detention shall be applicable to all semesters after the 2nd semester.

During the period of detention, the student shall be required to study the failed courses with the following batch and achieve CGPA of 2.2. However, if the student fails to achieve CGPA of 2.2 after availing one-time detention, he/she shall be dropped out from the Institute's rolls, and no further detention will be allowed.

Provided that, if the student(s) has not availed probation previously and after availing detention falls between 2.0 and 2.2, he/she shall be dealt with probation rules i.e. At the end of the semester, the students on probation shall be required to improve their CGPA to a minimum of 2.2. If a student on probation shows an improvement, but his / her CGPA is still below 2.2, his/her probation may be extended to another semester. In case no improvement is shown in CGPA, the student will be dropped out from the Institute rolls and no further probation will be given.

- iv. If a student fails certain courses but manages to maintain the required CGPA, he she may be allowed to repeat and clear the course(s) or substitute, wherever permissible, before the degree is awarded.

19. REQUIREMENTS FOR PROMOTION IN UNDERGRADUATE PROGRAMS

In addition to section 19 the following conditions shall apply for promotion in first and second semesters of the undergraduate programs:

Sr. No	Promotion to	Condition
1.	2 nd Semester	If a student's GPA falls below 2.0, but passes 50% of the courses, he / she will be promoted (conditionally) to the 2nd semester and will be put on first probation for the next semester;
2.	3 rd Semester	If a student again secures less than 2.0 CGPA in the

		<p>2nd semester but passes 50% of the courses, s/he shall be promoted (conditionally) to the 3rd semester (upon the condition enumerated below) and will be put on last probation;</p> <p>The student of 2nd semester on last probation shall be required to repeat up to 3 courses in the next immediate Summer Semester to improve his CGPA to 2.2. If s/he does not improve her/his CGPA to 2.2, s/he studies shall be detained at that level.</p> <p>Subsequently, his studies shall be dealt on the mechanism elaborated in clause-18(iii).</p> <p><i>Note: However, there must be at least 10 (ten) students for a repeat course to be offered in a Summer Semester or as may be decided by the Semester Committee.</i></p>
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20. DEGREE PROGRAMMES & DURATIONS

- i. The duration and credit hours requirement of various degree program is tabulated as under:

Programme	Years of Education	Duration		Minimum Credit Hours
		Minimum	Maximum	
Bachelors	16	4 years	7 Years	130-136
MBA 2½ years	18½	2½ years	5 Years	66
M.Sc. Computer Science	16	2years	4 Years	72
Master/MPH/MPA	16	2 years	4 years	60-66
MBA 1½ years	17½	1½ years	4 years	30
MBA 3½ years	17½	3½ years	6 years	90
M.S (all programs) 1½ years	17½	1½ years	4 years	30
Ph.D.	21	3 years	8 years	54

- ii. All degree programs must be completed within the time period laid down above.

Note:

- *Maximum duration implies the compensation for time lost due to unavoidable circumstances.*
- *Total duration for completion of PhD degree is eight years, however, after completion of six years, approval of Director shall be required.*

21. COURSE LOAD FOR FALL AND SPRING SEMESTERS

Undergraduate Students

A student normally enrolls for 15-18 credit hours in a regular semester. Undergraduate students must take at least 15 credit hours in a regular semester to be classified as a full-time student. A student who wishes to enroll for more than 18 credit hours may be allowed by the Institute to take one extra course of 3 credit hours in case of repeating /failed/dropped courses.

MS/MPhil students

A student normally enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least 9 credit hours in a regular semester to be classified as a full-time student.

The Institute may formulate specific policies for allowing a student to take extra courses in a semester depending on unique circumstances of the students.

22. GRADING SYSTEM

- i. The grading shall be done on a scale of 0-4.
- ii. Equivalence between letter grading and Numerical grading shall be as follow:

Grade	Marks (%)	Grade Point	Remarks
A+	91-100	4.0	Outstanding
A	87-90	4.0	Excellent
B+	80-86	3.5	V. good

B	72-79	3.0	Good
C+	66-71	2.5	Satisfactory
C	60-65	2.0	Pass
F	Below 60	0.0	Fail

- i. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 59.5 or more is to be considered as 60.
- ii. Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd or any other semester.
- iii. GPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.
- iv. A student shall be awarded incomplete grade represented by “I” in the following cases:
 - a. If a student fails to complete any assignment, term paper or presentation assigned to him by the teacher for the purpose of internal assessment.
 - b. In case a student is unable to appear in part or whole of the mid or final term examination of semester on medical grounds or circumstances beyond the control of student to be determined by the program coordinator, provided that he/ she fulfills the condition of having attended the prescribed number of lectures.
- v. If a student fails a course he will be awarded “F” for failure in a given course grade representing he/she has failed the course in that semester. He/she will repeat the failed course whenever offered again. In case he/she passes the same in subsequent semester it will be signified by “RPT” showing that it is a repeated course passed later on.
- vi. It shall be mandatory for a student to pass both written and viva of a research project at all levels where research project is opted for degree completion.

23. EVALUATION

The students’ performance would be evaluated through subjective and objective methods including quizzes, presentations (individual and group), group discussions, case studies and project assignments/lab reports in addition to mid-term and final examinations.

These assessment marks (to be determined by the faculty member concerned) will have different

weightage contributing towards the overall assessment in percentage marks. This weightage will be determined on the basis of the following guidelines:

Quizzes/Presentations/Assignments/Practical etc	20%
Mid-Term Examination	30%
Final Examinations	50%

In courses with lab, students' performance shall be evaluated by giving 30% weightage to their performance in Lab and 70 % weight age to their performance in theory. This weightage of 30% in Lab shall be determined on the basis of following guidelines.

Quizzes/Presentations/Assignments/Practical etc	10%
Mid-Term Examination	10%
Final Examinations	10%

Whereas, the weightage of 70% in theory shall be determined on the basis of following guidelines.

Quizzes/Presentations/Assignments/Practical etc	10%
Mid-Term Examination	20%
Final Examinations	40%

24. COMPUTATION OF SEMESTER GPA AND CGPA

Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum of Courses In Semester (Course Credit Hours * Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

Total Semester Credit Hours

$$\text{CGPA} = \frac{\text{Sum Over all Taken Courses In all Semesters (Course Credit Hours * Grade Point Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

Total Credit Hours Taken in All Semesters

Note: For project Dissertation, the evaluation of a student will be based on:

- *Project Report/ Dissertation submitted by the student*
- *Performance in viva voce*

25. CGPA REQUIRED FOR THE AWARD OF BA/BS/BSc/BCS/BBS/MBA/MSc,

26. MS & PhD DEGREE

Minimum requirement for the award of BBA/BS/BSc/BCS/BBS/MBA/MSc and MS degrees shall be a CGPA of 2.2 and 2.5 respectively.

In order to continue research at PhD level, a candidate must secure a CGPA of 3.0; however, CGPA of 2.5 is required in order to qualify a course. The evaluation procedure and the computation of CGPA shall be done according to procedures adopted for other programs by the Institute. If a student fails to obtain a qualifying CGPA, he /she shall be allowed to improve the CGPA by taking additional course.

27. MAKE UP EXAMINATION

- No make-up / re-take examination shall be allowed in case where a student falls short of the required level of attendance or he / she fails the course. In such cases, the student shall repeat the course.
- Make-up examination may however be allowed on case to case basis in the following circumstances subject(always) to the satisfaction of the Institute:
 - A student gets seriously ill / hospitalized due to such illness or road accident or an act of terrorism or any other unavoidable incidence that is beyond his/her control. In such a case production of medical certificate and any other relevant document shall be necessary to the satisfaction of the Institute. Provided that in such a situation the Institute shall be informed immediately.
 - In case of death of parents, spouse, children of the student or his/ her sibling.

28. PROCEDURE FOR MAKE UP EXAMINATION

- Under the conditions mentioned in rule (26), a student will register himself/ herself for make- up examination with the Examination Office of the Institute on case to case basis subject (always) to the satisfaction of the Institute (Semester Committee). No student will be automatically allowed to appear in make-up examination. The following procedure will apply:
 - The student concerned will pay a fee as may be prescribed for appearing in the make-up examination.
 - Make-up examination will regularly be arranged within four weeks from the date of

commencement of the midterm or final term examination as the case may be.

- c. Students, who may not be able to appear in the make-up examination due to unavoidable circumstances, may opt for freezing their semester. Such option will be given in writing before the commencement of the make-up examination failing which the student concerned will be deemed to have failed the make-up examination.

29. CONDUCT OF EXAMINATION

- i. Schedule of examination (Date Sheet) for mid-term and final-term examinations shall be notified at least two weeks before the commencement of respective examinations.
- ii. Every course teacher shall submit printed / sealed question paper to the Controller of Examinations at least two working days before the scheduled date of his/her paper.
- iii. The concerned staff (Conduction) of Examinations Section shall make necessary arrangements for the conduct of examinations including acquisition of stationary (answer books) from the Controller of Examinations office, seating arrangement, photocopying of question paper in required number, notification of duty roster for teaching and non- teaching staff.
- iv. The Duty In-charge shall be responsible for collecting the examination material (answer books, question papers, extra sheets, attendance list, award list, unfair means form) from the concerned office (conduction) of the Examinations Section 15 minutes before the start of each paper and return the answer books and remaining extra sheets to the Examinations Section.
- v. In cases where the Duty In-charge or Invigilator is himself / herself the examiner concerned of the examination paper, he shall collect answer books instead of returning the same to the Examinations Section, while remaining unused extra sheets shall be returned to the Examinations Section.
- vi. The students(s) shall be given another chance as a special case to take reexamination in that course without charging any examination/reexamination fees.

30. INSTRUCTIONS FOR STUDENTS FOR EXAMINATION HALL/ROOM

- i. Students must enter the examination hall/ room Classes 10 minutes before the start of the examination and get seated according to seating plan arranged for a paper for the day.
- ii. The students shall sit in the examination hall / room according to their attendance roll.
- iii. Students will be allowed to enter the examination room for up to 20 minutes after the start of the examination. No extra time shall be given to latecomers for any reason.
- iv. Students are allowed to leave if they finish their exam early, but not during the first and last 20

minutes of the examination.

- v. No student will be allowed to appear in an examination without Clearance Slip (attendance, finance and QEC) and student ID Card; ID Cards must be kept displayed during the examination.
- vi. Each student is required to bring his/her own calculator (wherever allowed), ruler, pen during the examination; borrowing of these items is strictly prohibited.
- vii. All working i.e. rough work, graph-papers, and tables should be attached to the answer book.
- viii. Writing anything on the question paper, except examination details, is prohibited.
- ix. Use of digital diary, note-book computer, mobile phone or any kind of electronic device during examination is prohibited, unless otherwise allowed by the faculty member concerned.
- x. All these devices should be switched off and kept inside the pockets or purses.
- xi. Student caught using such devices will be penalized as per the Institute rules.
- xii. Students / candidates are not allowed to talk to each other inside the examination hall/room.
- xiii. It is the responsibility of the student / candidate to check the Notice Board regularly for any Notice /Announcement regarding examination and point out any clash in papers to the Examinations Section.
- xiv. Students must read the question paper carefully and make sure to observe/follow the instructions given therein.
- xv. No written material in any form is allowed inside the examination hall until and unless allowed by the duty in-charge (In case of open book examination).
- xvi. A student's misbehavior, disturbance in and outside the examination hall / room may lead to his expulsion from the hall / room and shall be proceeded against as per the Institute rules.

31. RESULT SUBMISSION / DECLARATION

- i. The midterm / final term results and assignment marks of a semester shall be prepared and uploaded to the ERP by the faculty member concerned within 12 working days of the completion of examinations.
- ii. After holding the final term examination of a semester, each faculty member shall prepare & submit awards on the prescribed subject award list available on the ERP. He / she shall also submit midterm / final term answer books to the Examinations Section within 12 days of the final term examination.
- iii. The result notification of each semester shall be prepared by the Result Office of the Examinations Section upon receiving complete result from ERP; the notification shall be signed

by Coordinator of program, Controller of Examinations and Director of the Institute. The result shall also be displayed on the notice board by the staff of Examinations Section.

- iv. One copy of the result will be given to the student concerned in the shape of semester transcript. However, final transcript/degree shall be issued upon clearance of the necessary prerequisite for acquisition of the final transcript/degree.
- v. The consolidated result shall be declared within 30 days of the conduct of the last examinations of the final semester of a program.

32. RETOTALING

There shall be no reevaluation of answer books. Appeal for retotaling of paper(s) shall be lodged within seven days after resumption of classes or the declaration of result, as the case may be, of the following semester to the Controller of Examination with the fee to be specified by the Controller of Examinations. Re-totaling will mean Re-totaling of marks and checking of unmarked questions (if so left without marking).

33. RECORD KEEPING

- i. Record of all semester-wise results of each semester shall be kept by the Examinations Section.
- ii. All answer books shall be kept on record for two years after declaration of the final result of the program at the concerned Office (Conduction) of the Examinations Section.

34. PROCEDURE TO REPORT UNFAIR MEANS (UFM) CASES

- i. Duty In-charge shall report any unfair mean (UFM) case to the Controller of Examinations soon after the conduct of concerned paper.
- ii. The Controller of Examinations shall report the UFM cases to the UFM Committee which shall decide all such cases within five working days of the end of respective mid- term/final term examinations.
- iii. The UFM cases shall be dealt with under the Institute rules.

35. UNFAIR MEANS (UFM)

- i. In case a candidate, who has been allowed to an examination or is appearing or has appeared in an examination, commits or attempts to commit any of the following acts:
 - a. Receives assistance from other person(s) in the Examination hall /room.
 - b. Gives assistance to other candidate in the Examination hall /room.
 - c. Copies from a source (print or electronic) including paper, notes, books, electronic

- device or any material or allows another candidate to copy from his/her answer book.
- d. Removes a leaf or leaves from his/her answer book.
 - e. Uses abusive or filthy language/ sketches in his/her answer book.
 - f. Smuggles an answer book in or out from the examination hall / room.
 - g. Communicates directly or indirectly with the Controller of Examinations or any official of the Institute with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
 - h. Communicates directly or indirectly with a course in-charge with the intention of getting to disclose any question or questions set or to be set by him/her or with the object of influencing him/her in the award of marks,
 - i. Communicates directly or indirectly with the duty In-charge of the Examination hall / room or any other person connected with the supervision of the examination, for the purpose of persuading such person to give undue assistance or show undue favour to the candidate.
- ii. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in rule 35(i),g, h& i with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself.
 - iii. Such a candidate shall be liable to one or more of the following actions:
 - a. Financial penalty
 - b. Cancellation of that paper.
 - c. Cancellation of all papers of that semester.
 - d. Expulsion from Institute or any other penalty deemed appropriate by the Semester Committee.
 - iv. If a candidate gains permission to the examination or attempts to gain permission by allowing another person to impersonate him/her. Then he/she shall be liable to have his/her answer book for the examination cancelled; to be debarred from appearing at any future examination of Institute and from admission to any class in the Institute for a period not exceeding three years inclusive of the year in which the offence occurred.
 - v.
 - a. a. If the impersonator mentioned in para (iv) above is on the rolls of the Institute, he/she

shall be liable to expulsion and to be debarred from admission to any program.

- b. If the impersonator mentioned in para (iv) above is not on the rolls of the Institute but holds a degree or diploma conferred or granted by the Institute, he/she may be dealt with under the laws of the land.
- vi. If a candidate practices any other unfair means in connection with an examination not covered by the above rules, he/she may be awarded penalty warranted by the circumstances of the case, provided that the penalty awarded does not exceed the maximum as laid down in the rules mentioned para (iii).
- vii. If a person on the rolls of the Institute abets a candidate in the commission of any of the offences mentioned above, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
- viii. If a person on the rolls of the Institute obstructs an Institute's official or any person connected with the conduct of an examination, in the discharge of such person's duties, he/she shall be liable to be expelled from the Institute for a period not exceeding three years, inclusive of the year in which the offence will occur.
- ix. The penalty mentioned in para (viii) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
- x. In all cases where a candidate or a number of candidates create disturbance in and outside the examination hall or the place of examination by:
 - a. Shouting or resorting to violence so as to disturb the examinees.
 - b. Inciting examinees to boycott their examinations and walk out or to go on strike, or use violence against the examinees to prevent them from completing their examination.
 - c. Forcing their entry into room of examination or forcing a procession for going to the room/hall of examination for the purpose mentioned above.

Then any or all of the above acts, whether done individually or collectively, shall constitute a serious breach of rules of examination and the person(s) committing them shall be penalized by the Semester Committee as per the Institute rules

36. UNFAIR MEANS COMMITTEE (UFM):

- i. There shall be a UFM Committee to be constituted by the Director, for a period of three years, to deal with the cases of alleged use of unfair means in the examination hall/room.
- ii. The UFM Committee shall consist of

- | | | |
|----|------------------------------|------------------|
| a. | Deputy Director | Convener |
| b. | Two Programme Coordinators | Members |
| c. | One Faculty Member Concerned | Members |
| d. | Controller of Examinations | Member/Secretary |
- iii. The quorum of the Committee shall be one half of the total membership.
 - iv. The majority decision of the Committee shall be regarded as verdict of the Committee.
 - v. If the Committee fails to reach a decision, the matter shall be referred to the Director, who shall either decide the case himself or refer it to the Semester Committee for the final decision.
 - vi. The student accused of adopting unfair mean in examination hall/room shall be issued show cause notice to give him/her the reasonable opportunity to reply.
 - vii. If necessary the Committee may call the reporting examiner/ invigilator/teacher to its meeting for further confirmation.
 - viii. The student aggrieved of the decision of the UFM Committee may file an appeal to the Director, within 10 days of the notification of the decision of UFM Committee, who shall refer it to the Convener Semester Committee for decision.
 - ix. All the proceedings shall be recorded by the secretary and approved by the convener.
 - x. The Secretary shall communicate the decision of the UFM Committee to the accused student(s) and to all concerned.

37. AWARD OF GOLD MEDAL/DISTINCTION CERTIFICATES

Graduating students fulfilling the following criterion in their respective degree program will be eligible to earn the Medals/Distinction Certificate as under:

1st position: Gold Medal (with Distinction Certificate)

2nd position: Silver Medal (with Distinction Certificate)

- i. Students admitted to a particular degree program in a particular year/session will compete as one group irrespective of the sections or morning/evening program.
- ii. The recipient's CGPA must not be less than 3.5.
- iii. The medals shall be awarded to students who have not secured less than "B" grade in any course any semester throughout the entire degree program.
- iv. The recipient must not have failed or repeated any course during the program and should have completed the degree within six months, i.e. first notification of result. Furthermore, students who

pursue 'coursework' instead of 'research' shall be required to wait for the Institute's announcement for the award of gold medal that shall be subject to completion of six months duration mentioned above. However, six months duration shall not apply in the event of announcement of results of all the students before the above-referred duration.

- v. In case of the same CGPA (up to two decimal places), the matter will be decided on the basis of highest percentage of marks scored by a candidate. Furthermore, if marks of the candidates concerned are also equal, then the one older in age shall be entitled.
- vi. Students appearing for improvement will not be eligible for the award of Medal /Distinction.
- vii. A student will not be eligible for the award of Medal /Distinction, if he/she has been penalized in the past for violation of the rules of the Institute, during his/her stay at the Institute.

38. CONVERSION OF MARKS OBTAINED IN SEMESTER SYSTEM TO CONVENTIONAL SYSTEM OF EXAMINATION

For setting the difference of marks between the conventional and semester systems, the marks obtained in the semester will be multiplied by a factor of 0.9.

39. TRANSCRIPT

- i. Transcripts of all semester results shall be issued by the office of the Controller of Examinations.
- ii. The following types of transcripts will be issued:
 - a. Semester Transcript: For each / all semester results.
 - b. Full Transcript: On completion of degree program covering all the semesters results.
 - c. Duplicate Transcript: In case a transcript is lost.
 - d. Revised Transcript: If the results are revised under the rules.
- iii. The following acronyms were approved for transcripts of the Institute:
 - RPT Repeat
 - IMP Improvement
 - W Course Withdrawal
 - I Incomplete thesis/internship/dissertation
 - XF Fail due to short of attendance

40. SEMESTER COMMITTEE

There shall be a Semester Committee comprising of the following as members.

1. Joint Director (Convener)
2. Deputy Director (Member)
3. Coordinator (QEC) (Member)
4. All Program Coordinators (Members)
5. Controller of Examinations (Member/Secretary)

i. QUORUM FOR THE SEMESTER COMMITTEE MEETING

The quorum of the committee for a meeting shall be One Half, however, for emergency meetings the quorum shall be reduced to five members, which will include the Convener, the program coordinator upon whose request the meeting will be convened, Coordinator QEC, Controller of Examinations and any other program coordinator. The meetings of the Committee shall be held on the first Monday of every month.

ii. FUNCTIONS OF THE SEMESTER COMMITTEE

- a. The Committee shall be appellate forum against the decisions of Unfair Means Committee; the decision of the Semester Committee shall be binding and final.
- b. The Committee shall monitor and report on the implementation of semester rules and address issues arising thereof.
- c. All matter requiring guidance in respect of semester schedule, conducting of examinations and the problems of the students relating to evaluation will initially be referred by the faculty member concerned to the program coordinator who, if he / she deems fit, will refer the issue to Semester Committee for final decision.
- d. All the proceedings shall be recorded by the secretary and approved by the convener and shall be final.
- e. The Semester Committee shall also monitor the decisions of Academic Committee to ensure their implementation on the matters pertaining to review of curriculum.

41. FEE DEPOSIT SCHEDULE

- i. At the time of admission to the Institute, students shall be required to pay the admission fee.
- ii. At the beginning of each semester, students shall have to deposit the fees for registration, as may be prescribed.
- iii. Fees and dues shall be charged for the semester in lump sum and cannot be apportioned on the

basis of courses offered or duration of the semester. However, a repeating student shall have to pay fees and dues for the course(s) opted by him / her.

- iv. If dues are not cleared by the dates specified, a fine will be charged and result with-held; the fine will be charged at the rates prescribed in the prospectus
- v. In case a student fails to pay the dues along with fee even after the lapse of four months, he/she shall automatically lose his/ her right of enrollment in the semester and his / her name shall be removed from the rolls of the Institute.
- vi. If a student provisionally registered in a semester, fails to appear in the examinations due to any reason e.g. attendance shortage, non-clearance of dues, discipline he /she will have to pay all dues of the semester.
- vii. The fees/ charges for the program are provisional and are subject to change for both the new and continuing student without prior notice.
- viii. All the graduating students will pay the convocation fee in case of attending the convocation.
- ix. Students will pay fee for, make-up examination, issue of duplicate transcript and duplicate degree.
- x. A 50% concession in tuition fee will be granted to those students whose brother(s) and sister(s) are already studying in the Institute. However, this concession will not be admissible if any of the siblings is getting another scholarship.

42. FEE REFUND POLICY

Fee deposited at the time of admission by fresh students or before the start of the semester, shall only be refunded under the following time frame:

- i. Upto 7th day (inclusive of holidays) of the commencement of classes 100%
- ii. Up to 14th day (inclusive of holidays) of the commencement of classes 50%
- iii. Only security will be refunded if a request for withdrawal is made after 14 days.

43. STUDENTS GRIEVANCES COMMITTEE

The Institute shall have a Students Grievance Committee (SGC) to redress grievances of students about any course instructor or grades or for any other issue. SGC shall consist of six (06) members. Members other than ex-officio shall be nominated for a period of two years by the Director through notification. However, the 'One Relevant Program Coordinator' shall be decided on case to case basis by the Joint Director on the recommendation of the Controller of Examinations. The composition of the Committee shall be as under:

Designation	Committee Position
Joint Director	Convener (Ex-officio)
One Program Coordinator	Member
One Relevant Program Coordinator	Member
One Faculty Member (who is not a Program Coordinator)	Member
One Female Faculty Member (who is not a Program Coordinator)	Member
Controller of Examinations	Secretary (Ex-officio)

In respect of grievances regarding course grade(s), a student must submit the grievance in writing to his/her Program Coordinator within (07) working days of the notification of the grade(s). The Program Coordinator shall forward this to the convener of the SGC. It will be mandatory for the SGC to hear both sides (i.e., the course instructor concerned and the student) and will give its final decision within five (05) working days of the receipt of the grievance forwarded by the Program Coordinator. The student may appeal against the decision of the SGC to the Institute's Semester Committee within five (05) working days.

44. FACILITATION FOR HANDICAPPED/SPECIAL STUDENTS

- i. A visually impaired student may be allowed to attempt the Mid/Final Term examinations of the Institute on computer/any other mean of facilitation.
- ii. In case a student is physically handicapped (temporarily or permanently)/visually impaired, s/he may apply with evidence to the Program Coordinator concerned for permission to engage a writer in examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper. Qualification of the writer involved thereof must be at least one step lower than that of the student applying for engaging the writer. The writer so engaged must be a student or employee of the Institute.

45. SAVING CLAUSE

Everything done, decision made, action taken, obligations and liability incurred before the enactment of these rules shall be deemed to have been done, made, taken and incurred under these rules and shall be considered valid.

46. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provision of these Rules, the Director may, on the recommendations of the Semester Committee, give such direction, not inconsistent with any of provisions of these Rules, as he may consider necessary for the removal of such difficulty.

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APPENDIX I

Course Syllabus Preparation Checklist

1. Course Code & Title: The title should be the same as is reflected on the student's transcript.
2. Instructor's information including name and contact info, e.g., email address, office location.
3. Office Contact Hours: Specify one hour per group per course so that students may utilize it for out of class contact. These hours may be specified after consultation with students in the first class meeting/lecture. These hours should also be communicated to the respective Program Coordinator for onward submission to the Office of Joint Director and the Office of Quality Enhancement (QE).
4. Course Description: Describe what is in the course for students. Restrict this part to 75 words.
5. Student Learning Outcomes (SLOs): These are transitive statements about what the students will be able to; know, do, and/or develop, as a result of undergoing the course. At least 5 SLOs are expected for one course. SLOs for a course taught by different instructors should be similar. Mutual consultation among instructors under the guidance of respective Program Coordinator is suggested.
6. Methodology: Describe how students will achieve the above mentioned SLOs. Briefly state the teaching approaches/activities to be adopted to help students achieve SLOs.
7. Course Resources: Specify the textbook that will be followed. Mention other reference material that may help aid achievement of SLOs.
8. Student Assessment: Describe how achievement of SLOs will be assessed, e.g., quizzes, assignments, exams, etc.
9. Student Behavior: Describe what behavior is expected of students, e.g., use of laptops during lectures, participation, late arrivals, academic integrity, etc.
10. Lecture Schedule: Outline lecture-wise distribution of the course contents specifying required reading(s). Due dates for submission of assignments should also be indicated.

Helpful Consideration:

- Alignment of SLOs, methodology and assessment can help create a learning-centered syllabus for our students.

APPENDIX II**Course Syllabus**

Course Code & Title:	
Program(s) & Group(s):	
Semester:	
Lecture Timing:	
Prerequisites and/or Expectations:	
Name and Contact Details of Instructor:	
Office Contact Hours:	
Course Description:	
Course Resources:	
Course Assessment(s):	
Course Methodology:	
Learning Outcomes:	
Behavioral Expectations/ Class Policies (if any):	

Course Schedule		
Serial	Topic Description	Reading/Remarks

1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
Mid-Term Examination		
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	
16	<input type="checkbox"/>	
Final-Term Examination		

Course Evaluation and Review (CER) Report Form

(To be filled by each faculty member as per CER SOPs)

Course General Information:

Course Code & Title			
Session		Semester & Year (e.g., Fall 2012)	
Credit Hours		Degree Program	

Course Learning Outcomes (LO) and Assessment Alignment:

LO	Assessment Methods Used
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Distribution of Grades:

	Originally Registered	A+	A	B+	B	C+	C	F	Withdrawal	Total
		91-	87-	80-	72-	66-	60-	Below		
		100	90	86	79	71	65	60		
No. of Students										

Evaluation by the Course Instructor: (please summarize
and comment accordingly) Feedback from

Student Course Review Questionnaire;

Assessment: Comment on the continuing effectiveness of method (s) of assessment in relation to
course learning outcomes;

Enhancement: Comment on the implementation of changes proposed in earlier Course

Evaluation & Review Reports (if any);

Outline any changes in the future delivery or structure of the course that this semester's experiences may prompt;

Name & Signature: _____ Date: _____ (Course Instructor)

Name & Signature: _____ Date: _____ (Program Coordinator)

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COURSE DESCRIPTION FORM (COMPUTER SCIENCE/IT)

Institution _____

Program (S) To

Be Evaluated _____

A. Course Description

(Fill out the following table for each course in your computer science curriculum. A filled out form should not be more than 2-3 pages.)

Course Code	
Course Title	
Credit Hours	
Prerequisites by Course(s) and Topics	
Assessment Instruments with Weights (homework, quizzes, midterms, final, programming assignments, lab work, etc.)	
Course Coordinator	
URL (if any)	
Current Catalog Description	
Textbook (or Laboratory Manual for Laboratory Courses)	
Reference Material	
Course Goals	
Topics Covered in the Course, with Number of Lectures on	

Each Topic (assume 15-week instruction and one-hour lectures)				
Laboratory				
Projects/Experiments Done in the Course				
Programming Assignments Done in the Course				
Class Time Spent on (in credit hours)	Theory	Problem Analysis	Solution Design	Social and Ethical Issues
Oral and Written Communications	Every student is required to submit at least _____ written reports of typically _____ pages and to make _____ oral presentations of typically _____ minute's duration. Include only material that is graded for grammar, spelling, style, and so forth, as well as for technical content, completeness, and accuracy.			

Instructor Name _____

Instructor Signature _____

Date _____

APPENDIX V



INSTITUTE OF MANAGEMENT SCIENCES

PESHAWAR Course Log Template

Program Name:	
Course Title:	
Course Code/Catalogue No.:	
Semester²:	

Serial	Description of the Topics Covered	CLO No.	Technique
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

14.			
15.			
16.			

Name of Course Instructor: _____

Signature with date: _____

CHAPTER 2

ADMISSION POLICY

- i. Admission will be open to all based upon merit and subject to the meeting of criteria irrespective of race, gender, and ethnicity or socio-economic conditions. However, different quotas based on HEC/Government recommendations may be assigned.
- ii. Admissions to the undergraduate and postgraduate programs shall be made once or twice a year; subject to approval of admission committee.
- iii. The number of students to be admitted in a program shall be determined by the Admission Committee at the time of admissions, on case-to-case basis.
- iv. All information submitted by the applicants for admission should be supported by attested/verified (IBCC and/or respective board) copies of all relevant documents including (DMCs & Board Certificates/Equivalence Certificate and Degrees), CNIC, Test Result Card (if applicable), Domicile and 3 Passport size latest photographs; lack of official proof shall render a document invalid.
- v. The applicant shall remain responsible for the provision of complete, correct and timely (before the closing date) information to the Admission Office; incomplete or incorrect information will not be entertained.
- vi. Provision of false, forged or fake document(s) or such entry in the admission form shall be dealt with the prevailing laws of the land. In such a case, the applicant's request shall not be processed for admission. The admission of such an applicant shall be cancelled.
- vii. The Institute reserves the right to cancel the degree of such a candidate, at any stage, who succeeds in getting admission by submitting forged / false document(s) or making false entries.
- viii. The Institute partial scholarship will be awarded to 10 percent of the students admitted in BBA, BS Accounting and Finance, BS Social Sciences, BS Economics, BCS, BSSE, BS Data Sciences, BS English, BS Psychology, MBA programs; whereas, in case of MBA program, the institute's own students will be given five percent of the said 10% scholarship while the remaining five percent will be given to other students.
- ix. However, the Admission Committee reserves the right to increase, decrease or abolish the specified percentage of scholarships, on case-to-case basis.
- x. The eligibility requirements for admission to various programs of the Institute are enumerated in detail below:

Program Name	Eligibility Criteria	Program Duration
1. Bachelor of Business Administration 2. BS (Accounting & Finance) 3. BS Economics 4. BS Social Sciences	<p>FA/FSc or Equivalent qualifications with at least second division, securing 45% marks in aggregate.</p> <p>Qualifying the admission test and interview is compulsory. A candidate scoring less than 40% marks in the test and interview will stand disqualified for admission.</p> <p>Candidates who have secured at least 40% in the Institute's own test/NTS-NAT or any other test required by HEC are also eligible to apply.</p> <p>The merit of a candidate shall be measured by a 50 % weight age to the marks obtained in HSSC or equivalent, 40 % to the marks obtained in the written test, and 10% to the marks obtained in the interview.</p> <p>A candidate shall be given a special credit of thirty marks for admission in each program mentioned above if he/she has studied Economics / Psychology / Computers / English Advance and Home Economics at intermediate level or has done A level.</p> <p>A candidate shall be given a special credit of sixty marks for admission in each program mentioned above if he/she has studied Economics/Psychology/Computers/English Advance in combination with each other or in combination with Statistics at intermediate level or has done A level business studies.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added to the marks obtained at HSSC or equivalent, subject to fulfilment of basic eligibility criteria of 45% marks</p>	4 years 8 semesters Min Cr. hrs = 130-136

<ol style="list-style-type: none"> 1. Bachelors of Computer Science (BCS) 2. Bachelors of Software Engineering (BSSE) 3. Bachelors of Science in Data Sciences (BSDS) 	<p>FA/FSc or Equivalent qualifications with at least second division, securing 50% marks in aggregate.</p> <p>The students who have not studied Mathematics at intermediate level must pass deficiency courses of Mathematics of 6 credit hours within one year of their regular studies.</p> <p>Qualifying the admission test and interview is compulsory. A candidate scoring less than 40% marks in the test and interview will stand disqualified for admission.</p> <p>Candidates who have secured at least 40% in the Institute's own test/NTS-NAT or any other test required by HEC are also eligible to apply.</p> <p>The merit of a candidate shall be measured by a 50 % weight age to the marks obtained in HSSC or equivalent, 40 % to the marks obtained in the written test, and 10% to the marks obtained in the interview.</p> <p>A candidate shall be given a special credit of thirty marks for admission in each program mentioned above if he/she has studied Computer Science and/or statistics at intermediate level (for BS Data Science program only) at intermediate level or has done A level.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added to the marks obtained at HSSC or equivalent, subject to fulfilment of basic eligibility criteria of 50% marks.</p>	<p>4 years 8 semesters Min Cr. hrs = 130-136</p>
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1. BS (English)	<p>FA/FSc or Equivalent qualifications with atleast second division, securing 45% marks.</p> <p>Qualifying the Institute's admission test and interview is compulsory. A candidate scoring less than 40% marks in the test and interview will stand disqualified for admission.</p> <p>The merit of a candidate shall be measured by a 50 % weight age to the marks obtained in HSSC or equivalent, 40 % to the marks obtained in the written test, and 10% to the marks obtained in the interview.</p> <p>A candidate shall be given a special credit of thirty marks for admission if he/she has studied English Elective at intermediate level.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added to the marks obtained at HSSC or equivalent, subject to fulfilment of basic eligibility criteria of 45% marks.</p>	<p>4 years 8 semesters Min Cr. hrs = 130-136</p>
1. Associate degree/diploma in hospitality and tourism	<p>Candidates with intermediate level qualifications (A levels, FSc, FA or equivalent) securing minimum 45% marks in aggregate are eligible to apply. Qualifying the admission interview with minimum 40% marks is compulsory for getting admission.</p>	<p>2 Years 4 Semesters Min Cr. hrs = 66</p>

<p>MBA (Program duration: minimum 02 years/4 semesters) *</p> <p>(*The degree may be completed in a minimum 1.5 years by students with 16 years of relevant business education. Such students can earn an exemption of up to 36 credit hours to be decided by the Institute.)</p>	<p>16 years of Bachelors or Master degree with a minimum of 2.5 CGPA out of 4.00 (with a minimum of 130 credit hours in Bachelors and 60 credit hours in the Master program) or 45% marks in the annual system from any HEC recognized university/ institute.</p> <p>MBA for Business graduates: Qualifying the Institute's own test or any other test required by HEC with minimum 40% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>MBA for Non-Business graduates: Qualifying the ETS-GRE general test/NTS-GAT General/Institute's own test or any other test required by HEC with minimum 40% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>However, the Institute's business graduates are exempted from the requirement of test and interview.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification.</p>	<p>2 Years 4 Semesters Min Cr. hrs = 60 to 66</p>
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MS (Management)	<p>16 years of education in the relevant disciplines with a 2.70 CGPA or 60 % marks in the annual system (with a minimum of 130 credit hours in Bachelors and 60 credit hours in the Master program in the relevant field) from any HEC recognized institution/University.</p> <p>Qualifying the ETS-GRE general test/NTS-GAT General /Institute's own test or any other test required by the HEC with minimum 50% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification</p>	<p>1.5 years 3 semesters Min Cr. hrs = 30</p>
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MS (Project Management)	<p>16 years of education in any discipline such as Law, Engineering, Medicine, Science, or Management with a 2.70 CGPA out of 4.00 (with a minimum of 130 credit hours in Bachelors and 60 credit hours in the Master program) or 60% aggregate marks in annual system from any HEC recognized University/Institute.</p> <p>Qualifying the ETS-GRE general test/NTS-GAT General/Institute's own test or any other test required by the HEC with minimum 50% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification</p>	<p>1.5 years 3 semesters Min Cr. hrs = 30</p>
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<p>MS Islamic Business and Finance</p>	<p>16 years of education in any relevant disciplines such as Islamic Banking and Finance, Management, Business, Economics, Islamiat, and Usul Fiqh, with a 3.0 CGPA in semester system or 60 % marks in the annual system (with a minimum of 130 credit hours in bachelor's and 60 credit hours in the master's program in the relevant field) from any HEC recognized Institution/University.</p> <p>Qualifying the NTS-GAT general test/Institute's own test or any other test required by the HEC with 50% marks and interview is mandatory for admission.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification.</p>	<p>2 years 4 semesters Min Cr. hrs = 48</p>
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MS- Computer Science	<p>4-year BCS/BIT/BE or BS (Telecom, Electrical, Electronics) with at least 2.70 CGPA or 2 years Master's degree in Computing/IT (awarded after 2 years BSc) with a 2.70 CGPA (with a minimum of 130 credit hours in Bachelors and 60 credit hours in the Master program) or 60% aggregate marks in annual system from any HEC recognized university/institute.</p> <p>Qualifying the ETS-GRE general test/NTS-GAT General /Institute's own test or any other test required by the HEC with minimum 50% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification</p>	<p>1.5 years 3 semesters Min Cr. hrs = 30</p>
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MS (Economics)	<p>16 years of education in the relevant disciplines such as BSc/BS Economics with a 2.70 CGPA or MSc Economics, MSc Applied Economics with a 2.70 CGPA (with a minimum of 130 credit hours in Bachelors and 60 credit hours in the Master program) or 60% aggregate marks in annual system from any HEC recognized university/Institute.</p> <p>Qualifying the ETS-GRE general test/ NTS-GAT General/Institute's own test or any other test required by the HEC with minimum 50% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification</p>	<p>1.5 years 3 semesters Min Cr. hrs = 30</p>
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MS (Development Studies)	<p>16 years of education in any related discipline such as Arts and Humanities, Social Sciences, Law, Economics, Public Administration, Environmental Sciences, Business and Management Sciences, and Commerce with a 2.70 CGPA (with a minimum of 130 credit hours in Bachelors and 60 credit hours in the Master program) or 60% aggregate marks in annual system from any HEC recognized university/institute.</p> <p>Qualifying the ETS-GRE general test/NTS-GAT General/Institute's own test or any other test required by the HEC with minimum 50% marks in test and minimum 40% marks in interview are mandatory for admission.</p> <p>The Hafiz Quran shall be given a special credit of 20 marks.</p> <p>The credit marks shall be added subject to fulfilment of basic requisite academic qualification</p>	<p>1.5 years 3 semesters Min Cr. hrs = 30</p>
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<p>PhD (Management), PhD (Computer Science), PhD (Economics), PhD (Islamic Business and Finance)</p>	<p>BS/MS/MPhil or equivalent degrees with a minimum CGPA of 3.00 out of 4.00 in the semester system or First Division in the annual system in the most recent degree obtained from Pakistani or foreign universities.</p> <p>The applicants shall be required to submit a Statement of Purpose, which shall form an integral part of the application.</p> <p>All applicants to PhD programs shall be required to take one of the following non-subject specific admissions tests:</p> <ul style="list-style-type: none"> i. Minimum 60% marks in The Graduate Record Examination (GRE) test administered by the Education Testing Service; ii. Minimum 60% marks in a graduate admission test administered by the Education Testing Council; iii. Minimum 60% marks in NTS-GAT General <ul style="list-style-type: none"> i. Minimum 70% marks in the Institute's own test. <p>Registrations are offered in the PhD programs throughout the year.</p>	<p>Min 3 years, Max 8 years, Min Cr. hrs =54</p>
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INSTITUTE'S ADMISSION TEST VALIDITY

The candidates who qualify the Institute's Entrance Test for Undergraduate, MBA, MS and PhD programs shall be valid for:

- Two years for getting admission into the respective programs at the Institute.
- The Institute may issue a proper result card to the candidates who qualify the test, when required.

GENERAL INSTRUCTIONS:

1. Those applicants who have a valid Institute's own test/NTS-NAT or any other test required by HEC will not be required to appear in the test; however they can take the Institute Test to improve their score.
2. Appearance and Qualifying of the Written Test & Interview separately are compulsory requirements for Admission.
3. All candidates will be provided Entrance Slip for appearing in the Test. Candidates without the Entrance Slip shall not be allowed to enter the Examination Hall/Premises.
4. All the candidates must take care of their Entrance Slip. In case the Entrance Slip is misplaced, the candidate can get its duplicate copy from the Admission Office of the Institute on payment of prescribed charges.
5. All Original Documents shall be verified at the time of Admission. Students are required to attach only their attested/verified (IBCC and/or respective board) copies of all relevant documents including (DMCs & Board Certificates/Equivalence Certificate and Degrees), CNIC, Test Result Card (if applicable), Domicile and 3 Passport size latest photographs with the Application Form. The candidate shall write his/her name and father's name at the back of the photographs.
6. The Documents once submitted with Admission forms shall not be returned.
7. No separate call letters are issued to the candidates for the Test. All Information regarding

Admission shall be displayed on the Institute's Notice Board and Website.

8. The Institute does not accept any responsibility to entertain the admission forms sent by Post.
9. The Venue of the Written Test shall be notified on the Institute's Notice Board and Website.
10. Hostel accommodation may be provided to the students subject to the availability of seats.
11. Students are not allowed to bring Mobile Phone to the Examination Hall.
12. The marking of the examination will be conducted through computer-based checking.

CHAPTER 3

LIBRARY RULES

The Library offers as many as 10,000 plus books on a variety of subjects, including Social Sciences, Accounting, Management, Finance, Marketing, Information Technology, etc. We are looking forward to raise this number to 20,000 books shortly.

Besides, the Library subscribes to several journals and magazines, both foreign and domestic, as well as a number of local newspapers.

Apart from the above, the IMSciences has been allowed access to HEC Digital Library which has almost seven million books.

1. Library Rules & Regulations:

Membership of the Library is open to:

- a. faculty members including those appointed on contract or on part-time basis or have visiting-faculty status;
- b. administrative and ministerial staff on the payroll of the Institute;
- c. regular students of the Institute, and
- d. members of the Statutory Bodies of the Institute.

A member may avail the services of Library subject to the rules & regulations given below, in addition to those especially applicable to him/her under the category which s/he belongs to.

- i. On his/her request, a non-transferable 'Library Membership Card' is issued to a member (student or faculty).
- ii. Membership Card must be presented when borrowing/returning books or availing any other service(s) of the library.
- iii. Loss/theft of the Membership Card shall be immediately reported to the Librarian. A duplicate Membership Card will be issued on payment of the prescribed fee subject to the approval of the Director, Joint Director or Deputy Director.

- iv. The member shall be responsible for any damage caused to the book(s) (or other material) during the period the book(s) or other material remains in his/her possession. In the event of the loss of any borrowed book(s), the member(s) concerned replace it within the time specified by the Librarian, failing which penalty up to three times of the original price of the book(s) shall be charged.

Provided, however, that in the event of the loss of out of print book(s), not available in the market, the amount of penalty shall be determined by the IMSciences Library Committee.

- v. The member shall always return the borrowed books by due date/time failing which a fine of Rs. 5/- per day per book will be charged.
- vi. Book(s) or any reading material borrowed by a member may be recalled by the Librarian before the due date, in case it is needed in the Library.
- vii. Internship/Dissertation Reports shall not be issued to any member. However, author of the Dissertation report shall be allowed to make its photocopy.
- viii. A book, when removed from the Library Shelf by the member for reading/reference purposes, shall not be re-shelved by the member him/herself. Instead it would be left lying on the table.
- ix. Newly purchased non-text books and books of general interest are placed under the category of 'NEW ARRIVALS'. These books remain on display for two weeks for browsing. Members may borrow such books after the expiry of the display period.
- x. The Librarian may refuse book(s) or any other library services to a member who is a defaulter or has not paid the penalty and/or is not abiding by the Rules of the Library.
- xi. The following acts are strictly prohibited while staying inside the Library for any purpose:
- a. Smoking.
 - b. Taking snacks, tea, soft drinks, etc.
 - c. Using cellular/mobile phones.
 - d. Personal belongings inside the library.

- e. Holding meetings, discussions, making noise etc.
- xii. Complete silence would be observed except for brief and quiet talk with the library staff.
- xiii. Make sure you have provided correct e-mail address while filling your Library membership form.
- xiv. Library services remain normally suspended for three weeks during summer vacations for Annual Stock Verification. Schedule for this purpose is usually notified almost ten days ahead of the fix date.

Note: A member having any complaint about the library services will bring it into the notice of the Director/Joint Director/Deputy Director in writing for suitable remedial action.

2. Library Timings:

The Library remains open from 08.00 am to 08.00 pm on all working days.

CHAPTER 4

TRANSPORT FACILITY

The Institute provides transport service to local day scholars on first come first serve basis at subsidized rates. However, female students given priority. The rates are subject to revision from time to time as and when deemed necessary. Students wishing to avail this facility should contact the Transport In-charge.

The bus routes are:

ROUTE NO. 01

Garhi Qamar Din (Kohat Road) → City Hospital → Dora Road → Chongi → Civil Quarters → Diljan Plaza → Nauthia Stop → Cantonment Hospital → Cantt. → FG College Gate → Shama Chowk → Speen Jumaat/KTH → Board Bazar → Phase-3 Chowk → IMSciences

ROUTE NO. 2

Charsadda Road → Faqirabad → Dalazak Road → Ring Road → Hashtnagri Gate → Qila Balahisar → Army Stadium → University Road → IMSciences

ROUTE NO. 03

(Gulbahar) Shell Pump → Gang Gate → Jamil Chock → Ring Road → Hayatabad Toll Plaza → IMSciences

ROUTE NO. 04

Bara Road (Pishtakhara) → Bara Gate Stop → Falcon Complex → Army Flats → Stadium Chowk → Peshawar Club → CSD Stop → IMSciences

ROUTE NO. 5 (For Girls Students Only)

Phase-7 → Phase-1 → Phase-4 → Phase-3 → Phase-2 → Phase-6 → IMSciences

ROUTE NO. 6

Hashtnagri → Army Stadium → PSO Pump Defence → KFC → Tehkal Payan → Hotel Grand → Arbab Road → Abdara Road → Town Chowk → KTH → Board Bazar → Bagh-e-Naran → IMSciences.

CHAPTER 5

STUDENTS CONDUCT & DISCIPLINE RULES

IMSciences Students Conduct and Discipline Rules 2019

- 1. Title:** These Rules may be called "IMSciences Students Conduct and Discipline Rules 2019" made in pursuance of section 11 (2) (iv) of the Institute of Management Sciences (IMSciences) Ordinance, 2002.
- 2. Applicability and Commencement:** These shall apply to all students on the rolls of IMSciences and shall come into force with immediate effect.
- 3. Definitions:**
 - i. “Designated Authority” means the faculty member/officer/staff member/any other body, to whom the powers may be delegated by the Director;
 - ii. “Director” means the Director of the Institute appointed under Section 6 of the Institute of Management Sciences Ordinance, 2002;
 - iii. “Students Discipline Committee (SDC)” means a committee constituted under these rules;
 - iv. “Unfair Means (UFM) Committee” means a committee constituted under IMSciences Semester Rules 2017;
 - v. The words and expressions not defined in these rules shall have the same meaning as given to them under the IMSciences Ordinance, 2002.
- 4. Students Discipline Committee (SDC):** The Institute shall have a standing ‘Students Discipline Committee (SDC)’ to oversee the conduct and discipline of all students at the Institute. Following shall be its composition;
 - i. Deputy Director Chairperson (Ex-officio)
 - ii. Provost Member (Ex-officio)
 - iii. Staff Chief Proctor Member (Ex-officio)
 - iv. One Male Faculty Member (to be nominated by the Member
Director on the recommendation of the Deputy Director for
a period of two years)

v.	One Female Faculty Member (to be nominated by the Director on the recommendation of the Deputy Director for a period of two years)	Member
vi.	One Coordinator of Related/Faculty/Staff Member (to be nominated by the Deputy Director on case to case basis)	Member
vii.	One Student Proctor (to be nominated by the Staff Chief Proctor on case to case basis)	Member
viii.	One Staff Proctor (to be nominated by the Deputy Director on the recommendation of the Staff Chief Proctor for a period of two years)	Member/Secretary

5. General Instructions:

- i. Conduct of students inside/outside of the Institute should be mature and reflect credit on the Institute.
- ii. Students should keep the administration informed of any change in their contact details, i.e., home/mailling address, telephone/mobile number, email address etc.
- iii. While at the campus, students are always required to possess and display the identity cards issued to them by the Institute. Without it, they may be excluded from lectures, and may be denied administrative and examination facilities.
- iv. The Institute will not be responsible for the loss of personal possessions or for personal injury to the student while on the premises.
- v. It is the responsibility of every student to daily check all the Notice Boards.
- vi. Students are not allowed to take food or soft drink inside the Institute's buildings, i.e., class-rooms/library/labs/auditorium etc.
- vii. Strict disciplinary action shall be taken against any student found defacing the walls and littering around.
- viii. Pets are not allowed on the campus.
- ix. Mobile phones must be switched off/kept at silent mode during classes/lectures/learning activities.
- x. Students shall park their vehicles at their own risk in the designated areas.

- xi. Without permission from the competent authority of the Institute, displaying/posting of publicity related material of other organizations/firms on the walls/notice boards, is prohibited.

6. Students Code of Conduct: Every student shall observe the following code of conduct;

- i) Faithfulness in his/her social/civic duties and respect for convictions of others in matters of religion, conscience and customs/traditions.
- ii) Loyalty to Pakistan and refraining from doing anything which is repugnant to its honor and prestige in any way.
- iii) Truthfulness and honesty in dealing with other people.
- iv) Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.
- v) Special respect for his/her teachers and others in authority in the Institute.
- vi) Cleanliness of body, mind, speech and habits. Helpfulness to fellow beings.
- vii) Devotion to studies and sports.
- viii) Observance of thrift and protection of personal & public property.
- ix) Never use violence or threat of violence or pressure in any dispute(s) with others. All means and methods shall only be logic, persuasion, petition, appeal, revision, review and other legal and peaceful methods for the settlement of differences and disputes.
- x) That in disputes, if any, with fellow students or teachers or employees of the Institute, students shall accept the judgment of the authorities constituted by the Institute for decision or settlement. Accept all provisions of the statutes, regulations and rules as may hereafter be framed by the appropriate authorities.
- xi) Observance of all rules, instructions, orders, notification, etc. in force, from time to time.

7. Action against Misconduct: Every member of the Faculty shall have the power to check any disorderly or improper conduct of, or any breach of the rules by students in any part of the Institute or outside when the visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and the student concerned shall render himself/herself liable to disciplinary action such as a fine, removal from

the classroom or a punishment of greater magnitude decided by the Student Discipline Committee (SDC)/Designated Authority. Members of the teaching or administrative staff authorized by the Director/Designated Authority shall be responsible for the maintenance of order among the students on the premises of the Institute, in hostels and check the behavior likely to damage the good name of the Institute.

8. Prohibited Acts: The following acts are prohibited for students;

- i) Smoking in the campus, classroom, laboratory workshops, library, examination hall, auditorium or any other places notified by the Director/SDC/Designated Authority and during study or academic functions, except space(s) designated for smoking.
- ii) Consumption of alcoholic drinks or other intoxicating drugs within the Institute, hostels or during instruction, sports or cultural tours or survey camps or entering such places or attending any such tour or camp while under the influence of such intoxicant.
- iii) Organizing or taking part in any functions, activities inside the IMSciences campus or organizing any club or society of students except in accordance with the prescribed rules.
- iv) Collecting any money or receiving funds or pecuniary assistance for or on behalf of the Institute except with the written permission of the Director/Designated Authority of the Institute or any other person authorized in this behalf.
- v) Doing anything that may cause injury or insult, through any mean including social media, to Head of the Institution, teachers, officers and other staff of the Institute.
- vi) Indulging in any kind of unfair means, malpractices in examinations and coercion by any means.
- vii) Allowing or abetting entry to the premises of IMSciences of expelled students, anti-social elements or other groups whose presence could cause conflict or unrest of any sort in the Institute.
- viii) Bringing or keeping any type of weapons within the Institute's premises.
- ix) Using or occupying any room or part of any building of the Institute without lawful authority.
- x) Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against the Institute or its teachers or officers, inciting anyone to violence, disruption of the

peaceful atmosphere of the Institute in any way, making inflammatory speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersion on the teachers or staff of the Institute or its authorities/bodies or doing anything in any way likely to promote rift and hatred among the various groups or classes of students; issuing statements in the press, making false accusations or lowering the prestige of the Institute, indulging in any politics what so ever, or be a member of any political party, student federation, or ethnic or linguistic group.

9. Acts of Indiscipline: A student guilty of an act of indiscipline shall be liable, for each such act, to the penalties specified from time to time through written orders/notifications or included in these rules. A student shall be deemed to have committed an act of indiscipline who;

- i) Commits a breach of the rules of conduct specified in these rules, or any other notification, instructions or orders issued by the Director/SDC/Designated Authority;
- ii) Disobeys the lawful orders of teachers or other person in authority in the Institute;
- iii) Habitually neglects his/her work or habitually absents himself/herself from the classroom without valid reason;
- iv) Willfully damages public property or the property of a fellow student or any teacher or employee of the Institute;
- v) Does not pay the fees, fines, or other dues payable under the Institute's regulations and rules;
- vi) Does not comply with rules relating to residence in hostels, uses indecent language, wears immodest dress, makes indecent remarks or gestures or behaves in a disorderly manner; or commits any criminal, immoral or dishonorable act (whether committed within the Institute or outside) or any act which is prejudicial to the interests of the Institute.

10. Penalties: The penalties which may be imposed and the authorities competent to impose each are specified below;

Serial	Penalty	Competent Authority
i.	Removal from classroom, laboratory, workshop or field work for the sessions concerned for not	Teacher-in-Charge

	more than four such consecutive sessions	
ii.	Withdrawal from games or the field for not more than one week	Sports/Game In-charge
iii.	Withdrawal from education or sports tour or survey camp	SDC/Designated Authority
iv.	Removal from Institute for a period not exceeding two weeks	SDC/Designated Authority
v.	Removal from all classes or any class for a period not exceeding two weeks	SDC/Designated Authority
vi.	Cancellation or remission of scholarships	SDC/Designated Authority
vii.	Removal from a position of authority on the advice of the Faculty Advisor	SDC/Designated Authority
viii.	Rustication	SDC/UFM Committee
ix.	Expulsion	SDC/UFM Committee
x.	Fine not exceeding Rs. 1,000/-	Teacher
xi.	Fine not exceeding Rs. 2,000/-	Staff Proctor/Warden
xii.	Fine not exceeding Rs. 3,000/-	Provost/Chief Proctor/Coordinator
xiii.	Fine not exceeding Rs. 4,000/-	Deputy Director/Joint Director
xiv.	Fine not exceeding Rs. 5,000/-	SDC/UFM Committee

11. The Director shall have the powers to impose any of the penalties listed in the above rules by himself or to refer any case to the SDC for advice to facilitate him in taking a decision.

12. When a case against a student is referred to the SDC, it may, if it deems fit, suspend the student from the Institute's rolls till the finalization of the case.

13. A teacher or officer in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such act, a report or otherwise, may deal with the case himself, or if in his view the case is one which can be more appropriately dealt with by

another authority or a penalty of greater magnitude than he is competent to impose is called for in the case, shall refer the case to the next appropriate authority.

14. Rustication:

- i. The SDC of the Institute may rusticate a student for misconduct or gross breach of discipline. The penalty when imposed on a student shall always mean the loss of one academic year in so far as his/her appearance in Institute's examination is concerned. The period of absence from the Institute will, however, depend upon the time of the year when the penalty is imposed. The student under rustication will have the option of rejoining the class at the beginning of the next academic year, and it shall be obligatory on the part of the Institute to re-admit him/her if s/he wishes to rejoin.
- ii. No fees will be charged from a rusticated student for the month or months during which his name remained struck off the rolls.
- iii. The student may take the examinations if s/he is otherwise eligible and provided s/he is permitted by the Director of the Institute to do so. The student will him/herself be responsible for the shortage of attendance, if any.

15. Expulsion:

- a) The SDC will have the authority to sanction expulsion for a period not exceeding 24 months. If the expulsion recommended exceeds 24 months, approval of the Director IMSciences will be necessary.
- b) The period of expulsion will be counted from the date of issue of notice to this effect by the chairperson of SDC of the Institute. An order of expulsion shall involve the loss of one academic session or more to the student concerned.
- c) Name of the expelled student will immediately be removed from the Institute's rolls, and no fees will be charged from him/her for the period of expulsion.
- d) A student expelled from the Institute may be re-admitted after the expiry of the period of expulsion, if permitted by Director IMSciences.
- e) Case of expulsion will be registered in IMSciences and communicated to all relevant institutions.

16. General:

- i) The authority, which had the power to rusticate, shall also be competent to withdraw the said order before its expiry.
- j) No student shall be rusticated or expelled from the Institute unless s/he has been allowed a reasonable chance of replying to the accusations against him/her.

17. Appeals:

- i. Director IMSciences will be the appellate authority against the decisions of rustication and expulsions, who may decide about the appeal by her/himself or constitute a committee for recommendations.
- ii. No Appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which it was not competent to impose.
- iii. An appeal on the ground that an authority has imposed a penalty which it was not competent to impose, shall lie with the authorities as described below;

S.No	Penalty	Appellate Authority
i.	Removal from classroom, laboratory, workshop or field work for the sessions concerned for not more than four such consecutive sessions	Program Coordinator Concerned
ii.	Withdrawal from games or the field for not more than one week	Deputy Director
iii.	Withdrawal from education or sports tour or survey camp	Director
iv.	Removal from Institute for a period not exceeding two weeks	Director
v.	Removal from all classes or any class for a period not exceeding two weeks	Director
vi.	Cancellation or remission of scholarships	Director
vii.	Removal from a position of authority on the advice of the Faculty Advisor	Director
viii.	Rustication	Director
ix.	Expulsion	Director

x.	Fine not exceeding Rs. 1,000/-	Program Coordinator Concerned
xi.	Fine not exceeding Rs. 2,000/-	Staff Chief Proctor/Provost
xii.	Fine not exceeding Rs. 3,000/-	Deputy Director /Joint Director
xiii.	Fine not exceeding Rs. 4,000/-	Director
xiv.	Fine not exceeding Rs. 5,000/-	Director

- iv. No appeal by a student shall be entertained unless it is presented within fifteen days from the date of notification/communication of the decision, provided that the Director IMSciences may, for valid reasons, extend this period.

18. Proceedings for Serious Acts of Indiscipline

- i. If a student is accused of a serious act of indiscipline such as:
- Indulging in criminal act(s);
 - Provoking other fellow students to demonstrate or boycott classes;
 - Possessing fire-arms on the campus;
 - Indulging in an immoral act;

Then he/she shall be proceeded against immediately by the SDC and the proceedings shall be completed within 48 hours of first report of the Officer or act of indiscipline. The accused shall be provided with an opportunity of personal hearing. In case of willful absence, ex-parte action shall be taken against the accused. Before the ex-parte action is taken, a notice shall be displayed on the Notice Board.

- ii. The matter may also be reported to the police, if necessary, for legal action against the accused student.

19. Compensation for Loss: The SDC/Designated Authority may instruct a student to pay compensation for any loss or damage to property belonging to the Institute, public authority or to a fellow student or an employee of the Institute, caused by a willful act or gross

negligence of the student. If the student does not pay such compensation within a specified period, his/her case for expulsion may be initiated in the manner prescribed in these rules.

20. Director's Emergency Powers: The Director may, in case of an emergency, take any action against a student or student(s) pending SDC's decision of rustication or expulsion and order the removal of a student from the Institute or restrict his entry into whole or any part of the premises.

21. Examination Offenses: Cases of misconduct/indiscipline in examination halls or around them or use of unfair means shall be dealt with by the Unfair Means (UFM) Committee.

CHAPTER 6

HOSTEL RULES

These Rules are framed and presented for the approval of the competent authority.

1. SHORT TITLE AND COMMENCEMENT.

- a. These Rules shall be called "Hostel Admission and Residence Rules 2016 and Onwards".
- b. They shall come into force with immediate effect.

2. DEFINITIONS

In these rules unless there is anything repugnant in the subject or context.

- a. Campus means the Campus of the Institute of Management Sciences.
- b. Hostel means any Hostel established and administered by the IMSciences.
- c. Competent Authority means Director of the IMSciences.
- d. Hostel Administration means the Provost, Warden and Assistant Warden appointed by the competent authority of the IMSciences.
- e. Student mean Students enrolled in different programmes of the IMSciences.
- f. Boarder means a regular student of the IMSciences allowed under these rules to reside in the hostel.
- g. Employees of the Hostel means Clerks, Head Bearers, Bearers, Cooks, Assistant Cooks, Water Carriers, Gardeners, Sweepers and other engaged persons.
- h. Director means the Director of the IMSciences.
- i. Hostel Disciplinary Committee means Committee Comprising of Deputy Director (Head of the Committee), Provost & Wardens.

3. HOSTEL RULES

Residence in the hostels is a privilege and not a matter of right and since accommodation in the hostels is limited, the authorities may refuse accommodation to the applicants.

4. ADMISSION

- a. Only students who are on the regular rolls of the IMSciences may be allowed admission in the hostels.
- b. Students seeking admission to a hostel should apply on the prescribed form (along with 1 passport size Photographs attached and duly signed by the Head of institutions), which can be obtained from the IMSciences office on Cash payment.
- c. Admission to the hostel will be subject to the approval of the Provost.
- d. After admission to a hostel the students shall come under the direct supervision of the Hostel Administration.
- e. The Hostel Administration has the right to refuse admission to a student whose past record in the hostel is not satisfactory / favorable.
- f. A boarder shall be required to furnish an undertaking to the Hostel Authorities containing such conditions as determined by them.
- g. A boarder shall not be allowed to occupy his room in the hostel until he signs such an undertaking.

5. ALLOTMENT

- a. Rooms in the hostel will be allotted to each student (after getting approval from the competent authority) by the Warden. A student who fails to turn up within seven days will forfeit his right of admission.
- b. Students will be accommodated in Cubical, two-three seater rooms, and halls according to the capacity of the room based upon seniority and first come first served basis. Subject to the availability of cubicles, only final year students of the IMSciences may be allotted cubicles. This however, is not to be regarded as a matter of right.
- c. No student will be allowed to change the room once allotted to him except with the permission of the Hostel Administration. Non-compliance to this rule may result in disciplinary action taken by the hostel administration
- d. Residents will be required to pay all the dues (Rent, Food) outstanding against them before they are permitted to appear in examination and leave the hostels.

6. DISCIPLINE

- a. Each hostel shall have a team of Proctors appointed by the Hostel Authorities on the recommendation of the Warden. Each Proctor will be in charge of a wing/floor in the hostel and shall assist the Hostel Administration in maintaining discipline and food in the hostel.

One of the Proctors may be appointed as Senior Proctor who shall have overall check on the hostel affairs under the supervision of the warden.

- b. Residents shall abide by the Hostel Rules. Violation of any regulation or order issued by the Hostel Administration will render a resident liable to fine or expulsion from the hostel or to such other action, as the Administration may deem necessary.
- c. The Warden in consultation with Provost will deal with all cases of indiscipline or breach of rules and orders relating to the hostel affairs.
- d. The Warden may in consultation with the Provost frame any rule for the internal discipline and management of the hostel.
- e. The Warden may impose a fine amounting to Rs. 1000/- and the Provost may impose fine up to Rs. 2000/-. The fine exceeding Rs. 2000/- and expulsion from the hostel will require the approval/sanction of the Disciplinary Committee.
- f. The amount of fines shall be credited to the Hostel Establishment Account to be maintained by the Warden/ IMSciences office as the case may be.
- g. Residents shall keep their rooms clean. They shall bring complaints, if any against the employees of the hostel to the notice of the Warden and shall not deal directly with them.
- h. Residents shall not be allowed to keep any Weapons. Firearms, Drugs, Intoxicants, TV, V.C.R.N.C.P., Air-Conditioners, Refrigerators, Valuables, etc with them in the hostel.
- i. Entry of ladies to the male hostels is not allowed.
- j. Students shall not be allowed to use electric heaters in their rooms.
- k. Smoking is strictly prohibited in the premises of Hostel.

7. HOSTEL DUES / REFUND

- a. The Boarders are required to deposit all fees by the due date.

Percentage of Hostel Fee Refund*	Timeline**
Full (100%) Hostel Fee Refund	up to 7 th day of depositing Hostel Fee
Half (50%) Hostel Fee Refund	From 8 th to 15 th day of depositing Hostel Fee
No Fee (0%) Hostel Fee Refund	From 16 th day of depositing Hostel Fee

** Percentage shall be applicable on all components of Hostel Fee, except for Hostel security.*

***Timeline shall be calculated continuously, covering both weekdays and weekend.*

- b. Any student depositing his Hostel Fee annually (Two Terms) and wishes to cancel his hostel admission within first 07 days of depositing hostel fee, 100% of Hostel Fee deposited along with the Hostel Security will be refunded to the student. Likewise, only 50% of Hostel Fee deposited will be refunded to the student asking cancellation of his hostel admission from 8th to 15th day of depositing his hostel fee and no fee will be refunded except Hostel Security from 16th day of depositing Hostel Fee. Subject policy is applicable on each term separately.
- c. For all the dropped out students, Hostel Fee for all unutilized months will be refunded along with the refundable Hostel Security.
- d. The students can make a written request to the Director, IMSciences for depositing the Hostel dues in two installments. They will pay the Hostel Dues for the entire period, in case they cancel their Hostel Admission after fourteenth day of depositing the first installment.

The Hostel Rent Charges are as under:

- | | |
|--------------------------------|-------------------|
| a. Payable in the 1st year *** | Rs. 43,100/- p.a. |
| Payable in the 2nd year | Rs. 42,000/- p.a. |
| Payable in the 3rd year | Rs. 42,000/- p.a. |
| Payable in the 4th year | Rs. 42,000/-p.a. |

*** Rs. 43,100/- comprises of Rs. 42,000/- Annual Hostel Rent charges, Rs. 1,000/- Refundable Hostel Security and Rs. 100/- as Hostel Prospectus Fee.

- | | |
|------------------------|-------------|
| b. Hostel Mess Charges | Rs. 4,200/- |
|------------------------|-------------|

The students will pay the Mess dues for the entire month, irrespective of the number of days they are present in the Hostel.

If the institute is closed officially for seven or more than seven days, then the dues will be adjusted retrospectively on a daily basis.

The monthly fee of mess charges will be Rs 4,200/. Per month

The students will submit mess fee of two months at a time i.e. Rs. 8,400/.

Students, who fail to deposit their mess dues till the deadline, will submit a fine of Rs. 50/- per day of the Hostel Mess dues.

The request for temporary stoppage of Mess will be entertained only under extra ordinary circumstances and are subject to approval from Provost.

The students interested in temporary stoppage of Mess will inform the Hostel Authorities in writing in the first seven days of the Month.

8. HOSTEL GATES TIMING.

Following timings will have to be observed:

Opening Time: 07:00 a.m.

Closing Time: 10:00 p.m. (1st October to 14th March)

9. STUDY HOURS:

Study hours will start with the closing of the hostel gates at 10:00 p.m. During study hours every student shall maintain perfect silence. Disciplinary action will be taken against a student found out of his room during the study hours or found disturbing others in their studies.

10.GUESTS:

No outsiders shall be allowed to stay in the IMSciences Hostels as guests without prior permission of the Hostel Warden.

11.NOTICES:

No resident will be allowed to place any notice, placard or other material in writing anywhere in the hostel without the permission of the Warden. Violation in this regard will lead to disciplinary action against the violator.

12.SOCIETIES:

No society or club can be formed in the hostel without the permission of the Warden. If, however, once permitted to be constituted the same should be in accordance with these rules. No magazine, journal or other printed matter shall be placed in the Common Room without the sanction of the Warden. Meetings and other functions in the hostel can only be held with the prior permission of the Warden and Senior Warden.

13.LEAVE APPLICATION AND COMPLAINTS.

All leave applications and complaints about matters relating to hostel shall be submitted to the Warden.

14.UTENSILS, FURNITURE AND ELECTRIC INSTALLATION.

- a) Residents are not allowed to take Dining Hall Utensils to their rooms or remove hostel furniture from its proper place. Each Resident Student in the hostel will be provided with a bed, mattress, a study table and a chair and he will be responsible for the loss or breakage thereof. Residents destroying or damaging any hostel property shall have to make good the loss and shall also be liable to a fine as well.
- b) Each room in the hostel has the necessary electric fitting/appliances and the students residing therein shall be responsible for the safe custody/return of the same.

15.COMMON ROOM.

- a) Each hostel shall have a Common Room Committee, consisting of three residents nominated annually at the beginning of each session. The Committee shall elect its own Secretary and shall look after the affairs of the Common Room under the advice of warden.
- b) The Common Room funds shall provide for newspapers, magazines and indoor games.
- c) Students keeping a radio-transistor or tape-recorder will make sure that they don't cause interference with the study of the residents living next to their rooms.
- d) Film shows are not allowed inside the hostel. Special permission of the Provost for the use of Microphone during the Annual Function is required. Outsiders will not be allowed in the hostel functions. No Professional Artists can be invited to participate in any Variety Program, Musical Concert etc.

16.HOSTEL STAFF:

The Hostel Staff appointed by the IMSciences are responsible to the Warden of the Hostel. Any complaint against the staff by a resident should be communicated to the Warden. Staff is under no obligation to attend work other than that assigned by the Warden for the service and comfort of the students.

17.CUSTODY OF VALUABLES:

- 18.**The Hostel Administration or any other Authority shall not be responsible for the loss of any cash and other valuables of the residents in the hostel.

19.SOCIAL AND CULTURAL ACTIVITIES:

The Resident Students as permitted by the Hostel Authorities may arrange all social and cultural activities.

20.CLOSURE OF THE HOSTELS:

All residents shall be liable to vacate the hostel immediately, as soon as an announcement is made to this effect.

21.HOSTEL ESTABLISHMENT:

- a) Each hostel/unit has been provided with a clerk, a head bearer, bearers, cooks, gardener, water carriers, watchmen and sweepers.
- b) The clerk shall be responsible for looking after the office and shall assist the Provost and warden in maintaining records of all students' admission in hostel concerned, financial and other transactions, the hostel establishment, stock articles, food register and general correspondence.
- c) The Head Bearer shall be responsible for the efficient working of the staff under him, and for the safety of hostel property. He shall keep charge of the crockery, utensils, furniture, and electrical equipment and shall report their loss to the warden.
- d) The cook shall be responsible for his personal and general cleanliness of the kitchen and the cooked food. He shall not allow outsiders or students except members of the Mess Committee to visit the kitchen. He shall be responsible for ensuring the quality and quantity of the materials supplied for preparing food.
- e) All hostel employees shall be well dressed at all times.

22.PETS AND ANIMALS:

Pets and animals are not allowed in the hostel.

RULES FOR FEMALE HOSTEL

Female Hostel offers accommodation to female students of the IMSciences. Female students shall go straight to their hostel after study hours.

1. STUDY HOURS:

1. Study hours for all residents are from 8:00 pm to 11:30 pm.

2. Since the hostel is a shared facility, residents should respect the privacy and comfort of their colleagues. Students are also advised to keep the volume of all gadgets (Mobile phones, music players) low during study hours.
3. During study hours every student shall maintain perfect silence. Disciplinary action will be taken against a student found disturbing others in their studies.
4. All students are required to turn off their lights after study hours.

2. HOSTEL GATES:

5. All residents enrolled in the morning program and evening program are required to follow the following schedule:

	Time to leave hostel to attend classes	Time to return to hostel
Morning	8:00 am	5:00 pm
Evening	3:00 pm	8:30 pm

**Any extension needed must be obtained by hostel warden in advance.*

Absence from the hostel at night without permission of the Warden is a serious breach of discipline. Serious action will be taken against the violators.

3. GUESTS:

- a) Visitors (Family and Guardians) are not allowed inside the hostel without permissions.
- b) Male visitors are not allowed inside the hostel. They can obtain the requisite information at the Hostel Gate.
- c) Residents will not be allowed to invite guests for casual meals or for overnight stay.
- d) No outsiders should be allowed to stay in the Female Hostels without permission. All ex-IMSciences students who come to stay in the hostel during the examination session shall be charged full monthly room rent and light/service charges etc. They should deposit a sum of Rs. 1000 as Security and shall pay for the food under the Hostel Rules.

4. LEAVE APPLICATIONS AND COMPLAINTS:

All leave applications, complaints etc and other hostel matters shall be submitted to the Warden. Students should get their applications signed from the Provost before going out of the hostel.

5. VISITORS AND PERMISSION FOR GOING-OUT:

Every boarder must on admission to the hostel submit a list of visitors signed by her Parent/Guardian along with photocopies of their National Identity Cards.

- a) Only Parents/Guardians will be allowed to visit their hostels and call them on phone in emergency only.
- b) Student's telephones will remain under observation, if deemed necessary by the Warden.
- c) The Hostel Residents are permitted to go out for shopping once a week only. The day of the week will be set by the warden with the consultation of the students. They must return to the Hostel by 6:00 p.m. in winter and at 7:00 p.m. in summer.
- d) Attending public/social gatherings such as fairs, concerts, political processions etc. are strictly prohibited. The residents may attend IMSciences functions after permission is granted by the Provost. Permission for going out must be obtained one day in advance. While going out the resident must sign the register giving the time of departure, place of visit and the time of return. She must sign the Register on her return.
- e) Night attendance of the residents will be taken daily during study hours.
- f) The Warden or Provost will do weekly checkup of the residents' rooms on every Sunday morning. Residents can be fined for untidiness of rooms.
- g) Residents are not allowed to leave campus without the permission of the hostel warden. Besides the aforementioned schedule, the warden may allow a visit outside the campus on medical grounds only. The concerned student will be required to furnish a copy of the doctor's prescription to the warden. Prescriptions only from government and reputable private hospitals within Hayatabad will be accepted (HMC/RMI/North West). For all other hospitals within and outside Hayatabad, prior permission with valid reason is needed.
- h) Students are discouraged from visiting their relatives frequently. The warden may allow for such visits occasionally only after due permission is given by the concerned parent/guardian.

6. Rules Regarding Hostel Facility and Staff

- a) Students shall not be allowed to use electric heaters in their rooms.
- b) Residents shall keep their rooms clean. They shall bring complaints, if any against the staff of the hostel to the notice of the warden and shall not deal directly with them. The students can

further submit a complaint to the provost's office if satisfactory action is not taken by the warden.

- c) The hostel staff will clean the room as per the schedule set by hostel warden. Complaints regarding cleanliness should be submitted to the warden.
- d) Hostel Staff are under no obligation to attend work other than that assigned by the Warden for the service and comfort of the students.

7. Rule Regarding Mess

- a) Food will be served during the stated mess hours only. The staff is liable to provide food to a resident if she wants to dine in during the official dinning hours.
- b) To ensure student safety and food hygiene, students are discouraged from entering the hostel kitchen without the permission of the hostel warden.
- c) Residents are not allowed to take mess/kitchen crockery & utensils outside of mess/kitchen.
- d) Students shall bring complaints, if any, to the hostel warden regarding food quality, hygiene, and other aspects of the mess.

8. General Rules

- e) No resident will be allowed to place any notice, placard or other material in writing anywhere in the hostel without the permission of the Warden.
- f) Residents are responsible to ensure the safety of their valuables (All electronics, jewelry, cash etc.) and keep them locked in their absence. The Hostel Administration or any other Authority shall not be responsible for the loss of any cash and other valuables of the residents in the hostel.
- g) The Residents may arrange social and cultural activities with the permission of the hostel warden and provost.

List of Boys Hostel Administration & Staff

HOSTEL ADMINISTRATION		
1	Dr. Usman Ghani	Director
2	Mr. Fahad Ali	Provost
3	Ms. Ambreen Fayaz	Warden Female Hostel
4	Mr. Amir Zaib	Warden, Male Hostel - II
5	Mr. Mukamil Shah	Warden, Male Hostel - I

	Mr. Sardar Dawood	Warden, Male Hostel - III
6	Mr. Saif Ullah	Office Assistant

List of Boys Hostel – I Staff

S.No.	Name	Designation	Contacts
1.	Jan Said	Cook	0342-5610005
2.	Sajid Ali Khattak	Cook	0301-3336839
3.	Aqil	Bearer	03442762421
4.	Murad Khan	Bearer	0314-9166805
5.	Mukarram Khan	Bearer	0321-9050273
6.	Suleman Muhammad	Janitor	0343-9278867
7.	Yasir Masih	Janitor	0347-9146101
8.	Kamran Khan	Tandorchhi	0349-8333780 / 0315-9466522
9.	Noor Zamin	Tandorchhi	0343-9006825 / 0345-0250772
10.	Asif (DW)	Tandorchhi	0313-9979075
11.	Muhammad Umair (DW)	Tandorchhi	0307-7120801
12.	Tanveer Ahmad (DW)	Dishwasher / Helper	0316-9626126

List of Boys Hostel – II Staff

S.No	Name	Designation	Contacts
13.	Fazal-e-Khaliq	Cook	0343-9484150 / 03329284003
14.	Zahir Ali	Cook	0321-9058986

15.	Atta Ullah	Bearer	0315-9173827
16.	Khan Zeb	Bearer	0322-9120119 / 0313-9107781
17.	Adeel Arif	Janitor	0313-9982235
18.	Shehzad AllahDitta	Janitor	0340-9225893
19.	Adnan (DW)	Dishwasher / Helper	0341-5466315

List of Boys Hostel – III Staff

S.No.	Name	Designation	Contacts
20.	Said Rehman	Cook	0307-0990549
21.	Zahid Ali	Cook	0311-9991306
22.	Imran Khan	Bearer	0346-9084991
23.	Ibrahim Khan	Bearer	0340-9883145
24.	Bahar Ali	Bearer	0335-9694034
25.	Zahid Ullah	Bearer	0307-8300889
26.	Tahir Hussain	Bearer	0334-9198066
27.	Alam Khan	Janitor	03169627996
28.	Karim Ullah	Janitor	0310-9680675
29.	Shehran Masih	Janitor	0314-3102709
30.	Irshad Khan (DW)	Dishwasher	0340-9805456

List of Hostel – IV (GIRLS) Staff

S.No	Name	Designation	Contacts
31.	Abid Ullah	Cook	0321-9058982
32.	Inam Ali	Bearer	0333-9362375
33.	Subhanud Din	Bearer	0321-9051719
34.	Abid Ali	Bearer	0315-9919279
35.	InamUllah	Bearer	0311-4746152
36.	Jahangir Khan	Janitor	0317-9572351
37.	Bahadar Sher	Peon	0311-9125971
38.	Muzaffar	Janitor	0333-9192628
39.	Sohail Javed	Janitor	0332-5806799

CHAPTER 7

IMSCIENCES SCHOLARSHIPS / GRANTS / FINANCIAL AID

Keeping in view the expectations of the financially needy but talented applicants of the region, IMSciences is rigorously working alongside international development organizations, corporate sector and donor agencies to provide equal higher education opportunities to the marginalized communities of FATA and Khyber Pakhtunkhwa specifically and the country at large.

The following is the detail of all financial aid / scholarship programs which are offered at IMSciences for the needy and talented students. However, the availability of these scholarships is subject to the approval of donors.

1. PAK - USAID Fully Funded Need Based Merit Scholarships for BBA BS Accounting & Finance (4 Years) and MBA (3.5 Years)

Under the supervision of Higher Education Commission – PAK USAID Fully Funded Need Based Merit Scholarship Program for Pakistani University Students aims at providing equal opportunities to talented students who belong to marginalized areas of the country and are unable to continue their higher education due to financial constraints. The scholarship covers full tuition fee and monthly stipend (accommodation, books, travelling and incidentals) for the entire duration of stay in IMSciences.

Students from marginalized and less developed areas such as FATA Agencies and Frontier Regions, Malakand Division, Chitral, Gilgit & Baltistan, Karak, Swabi, Charsadda, regions in Peshawar outskirts, D.I. Khan, Lakki Marwat, and the country at large, will be encouraged to apply.

1. IMSciences Fully Funded FATA Scholarship Program for BBA, BCS, BS Economics, BS Social Science (4 Years) and BBS (2 Years)

Based on the development need of FATA region, IMSciences has recently achieved another milestone in the shape of “IMSciences FATA Scholarship Program” with the cooperation of FATA Secretariat Peshawar. This program focuses on equal access of FATA students to graduate and post graduate degree courses in IMSciences. A total of 13 scholarships will be awarded in the discipline of BBA/ BCS / BSc (Economics), BSc (Social Sciences) and BBS. The award covers full tuition fee support and monthly stipend for transportation, accommodation, books and incidental charges for the mentioned duration.

2. Chief Minister Education Endowment Fund Merit and Need Based Scholarships for BBA and BCS (4 Years)

Under the supervision of Higher Education Department Govt of KPK, IMSciences is proudly selected as one of the implementing partner institute among the total 10 Higher Education Institutes in the fields of management, medical, engineering, information technology and social sciences. The scholarship awards will cover full tuition fee, accommodation and monthly stipend of Rs. 5,000/- (books, travelling and incidentals) of the said scholarship holders for their entire duration of stay in IMSciences.

3. NTS Need Based Merit Scholarship Program for All Disciplines at Undergraduate and MS Levels

IMSciences and National Testing Services (NTS) have signed an exemplary Memorandum of Understanding (MoU) to provide opportunities for meritorious and financially needy Pakistani students studying at IMSciences. At first stage the applicants will need to participate in NTS test for securing admission at IMSciences e.g. GAT for graduate level programs. After taking the test all the interested candidates will have to submit their scholarship application form. The award covers full tuition fee support and monthly stipend of Rs. 5,000/- for transportation, accommodation, books and incidental charges for the whole duration of these study programs in IMSciences.

4. HEC – French Need Based Merit Scholarship Program for BBA, BCS, BSc (Economics), BS (Accounting & Finance), BS (Software Engineering) and BS (Social Science)

Under the supervision of Higher Education Commission of Pakistan, IMSciences is one among the profound implementing Institute of HEC – French Need Based Scholarship Program in Pakistan. These scholarships include a fixed financial support of Rs. 50,000/- year / student for the whole four (4) years duration in IMSciences Peshawar. The program focuses on financially needy but talented students from all over Pakistan. At least 40 % seats are reserved for female students for increased gender ratio in higher education.

5. Higher Education Commission Need Based Merit Scholarship Program in Management Sciences and IT (4 Years Degree Programs)

Under the supervision of Higher Education Commission – this Fully Funded Need Based Merit Scholarship Program is targeted towards the study programs with highest marketability in the

corporate sector of Pakistan. It aims at providing equal opportunities to talented students who belong to marginalized areas of the country and are unable to continue their higher education due to financial constraints. The scholarship covers full tuition fee and monthly stipend (accommodation, books, travelling and incidentals) for the entire duration of stay in IMSciences.

6. Prime Minister's Tuition Fee Reimbursement Scheme for Masters / MS and Ph. D Students of Less Developed Areas

The Federal Government, in move to support the educational sector of less developed areas, provides 100% tuition fee, registration charges, admission charges and other approved on/off mandatory charges to the following eligible areas' students in Masters / MS / PhD Degree Programs. Under this scheme, IMSciences facilitated more than 1000 students. The scheme is focused on enhancing opportunities for access to higher education especially to talented but financially constrained students belonging to remote and far flung areas of the country who despite possessing academic merit, are unable to finance their education. The fee disbursement would be ensured through a transparent and well defined mechanism.

Masters / MS Level:

FATA Domiciles (*Bajaur, Khyber, Kurram, South Waziristan, North Waziristan, Mohmand, Orakzai, FR Peshawar, FR Kohat, FR Bannu, FR Lakki, FR D.I. Khan, FR Tank*). KP Domiciles (*Chitral, Lower Dir, Upper Dir, Swat, Buner, Shangla, Malakand, Kohistan, D.I.Khan, Tank, Lakki Marwat, Batgram, Kala Dhaka/Torghar, Kohat, Bannu, Hangu and Karak*)

Ph. D Level:

FATA Domiciles (*Bajaur, Khyber, Kurram, South Waziristan, North Waziristan, Mohmand, Orakzai, FR Peshawar, FR Kohat, FR Bannu, FR Lakki, FR D.I. Khan, FR Tank*) KP Domiciles (*Chitral, Lower Dir, Upper Dir, Swat, Buner, Shangla, Malakand, Kohistan, D.I.Khan, Tank, Lakki Marwat, Batgram, Kala Dhaka/Torghar, Kohat, Bannu, Hangu and Karak*), Balochistan [*Kalat, Mastung, Khuzdar, Awaran, Washuk, Kharan/Rakhshan, Lasbela, Ketch, Gwadar, Punjgur, Nasirabad, Jaffarabad, Jhal Magsi, Bolan, Quetta Urban, Quetta Rural, Pishin, Killa Abdulla, Killa Saifullah, Barkhan, Musa Khel, Loralai, Sheerani, Zhob, Dera Bugti, Kohlu, Ziarat, Harnai, Sibi, Nushki, Chagai(Dalbandin)*], Gilgit-Baltistan (*Hunza-Nagar, Gilgit, Skardu, Ghanche, Ghizar, Diamir, Astore*), Azad Jammu & Kashmir (*Bhimber, Kotli, Mirpur, Muzaffarabad, Hattian, Neelam, Poonch, Haveli, Bagh, Sudhnoti*), Interior Sindh (*Thatta, Badin, Tharparkar, Umerkot,*

Mirpur Khas, Tando Allahyar, Naushahro Feroze, Tando Muhammad Khan, Sanghar, Khairpur, Benazirabad/NawabShah, Dadu, Qambar Shahdadkot, Larkana, Matiari, Ghotki, Shikarpur, Jacobabad, Sukkur, Kashmore, Jamshoro), South Punjab (Bahawalpur, Rahim Yar Khan, Bahwal Nagar, Multan, Lodhran, Khanewal, Vehari, Dera Ghazi Khan, Muzaffar Garh, Rajan Pur, Layyah), Punjab (Attock, Khushab, Bhakkar and Mianwali)

The scheme is focused on enhancing opportunities for access to higher education especially to talented but financially constrained students belonging to remote and far flung areas of the country who despite possessing academic merit, are unable to finance their education. The fee disbursement would be ensured through a transparent and well defined mechanism. Under this innovative and special scheme, along with tuition fee, the federal government have paid academic, incidental, or mandatory fees charged by educational institutions as one-off or on a per semester basis of Masters, MS/ M Phil and PhD students of selected areas. For further details please visit: <http://www.hec.gov.pk/InsideHEC/Divisions/HRD/tfp/Pages/Introduction.aspx>

7. IMSciences Merit Based Partial Scholarships in all Study Programs

IMSciences Partial Scholarships are merit based and awarded to 16 years undergraduate, 18 years graduate and Ph. D level students based on IMSciences admission aggregate merit list. Ten percent students from every program will be awarded partial scholarship. Under this program, 65 to 75 % fee relaxation is provided to scholars. Scholarship holders are tenable to hold their awards for the whole duration of the program.

8. IMSciences Trust Semester Wise Merit Scholarships

These scholarships are purely based on merit and are granted to the most intelligent students of IMSciences who demonstrate their intellectual capabilities and achieve the maximum GPA in each Semester. These scholarships are granted in all semesters both at Under-Graduate and Graduate level programs.

9. Dr. Hidayatullah Need Based Merit Scholarships

This scholarship program is established and funded by the faculty and staff members of IMSciences for the benefit of those financially needy students who face financial hindrances in the middle or final stages of their study program.

10. Mareena Khan and Haya Rahman Khan Foundation Scholarships for BCS and BS Economics

The foundation has been established by Dr. Fakhri Alam Khan, Associate Professor / Faculty Member of Institute of Management Sciences, Peshawar. An MoU has been signed between Mareena Khan and Haya Rahman Khan Foundation and IMSciences for the purpose of mutually strengthening each other's capacity and play their roles in providing education to those sections of society, who are not in a position or can't afford the rising costs of higher education. The Foundation will provide 50 % tuition fee support to 2 (two) students of the IMSciences on purely financial need cum merit basis.

11. IMSciences Faculty Funded Scholarships in all Undergraduate Level Study Programs

IMSciences faculty has been vigorously involved in fundraising for the purpose of providing financial aid to the financially needy but talented students of the Institute. This year the different faculty members will be contributing to this noble cause.

12. IMSciences Brother Sister Fee Rebate

Through this program, IMSciences offers 50% fee rebate to students if their brother/sister study at IMSciences.

13. Workers Welfare Board Directorate of Education Khyber Pakhtunkhwa Scholarship Program for All Study Programs

This program is administered by Workers Welfare Board, Directorate of Education Khyber Pakhtunkhwa for the benefit of those students whose parents are registered labor employees in industrial sector of Khyber Pakhtunkhwa province. The scholarship covers full tuition fee support and other charges including transport, accommodation, library and computer lab charges.

14. USEF Pakistan Cultural Exchange Programs to USA

The United States Education Foundation of Pakistan has top priority for students from marginalized communities of Pakistan to provide them international exposure in top world ranking universities of USA for 1 month, 1 semester and 1 year, non-degree study in USA under USEFP Undergraduate Cultural Exchange Programs. For updates please visit <http://usefpakistan.org/> for the following available programs.

1. Global UGRAD Cultural and Leadership Exchange Program to USA

2. Comparative Public Policy Exchange Program to USA
3. NESA - North East South Asia Education Exchange Program (NESA)
4. Student Exchange Women Leadership Program
5. SUSI - Study of the United States Institutes for Student Leaders

15. Mahvash and Jahangir Siddiqui Foundation and Sajjad Foundation (Singapore) sponsored Summer Program on Economic and Enterprise Development in National University of Singapore (NUS)

The Mahvash and Jahangir Siddiqui Foundation is a non-profit organization that has been working towards healthcare, education and social enterprise through sustainable development to underprivileged members of society with a special focus on women, minorities, children and disabled individuals.

This is a two weeks summer program being held at the National University of Singapore (NUS). This program hosts undergraduate students from universities in various parts of the world and is an excellent opportunity for participants to learn about Singapore. These students will also get an opportunity to learn about creative and innovative ideas to start their own businesses in future.

16. Mevlana Exchange Program, Istanbul University – Republic of Turkey

Mevlana Exchange Programme is a program which aims the exchange of students and academic staff between the Turkish higher education institutions and higher education institutions of other countries. This program is funded by Republic of Turkey. Different from other exchange programs, Mevlana Exchange Programme includes all higher education institutions in the world regardless of their region. For updates please visit <http://mevlana.istanbul.edu.tr/en>.

17. Fauji Foundation Excellence Award

Fauji Foundation Educational Stipend Scheme is the oldest education welfare measure of the Fauji Foundation for the welfare of Ex-servicemen and their families. The benefits of this scheme are reaching Beneficiaries studying in schools, colleges, universities as well as those undergoing professional or technical education. It was introduced in 1954 and has continued ever-since, uninterrupted. For further details please visit <http://www.fauji.org.pk/fauji/welfare/stipends>

18. Shaheen Excellence Award

With an aim to acclaim and encourage outstanding performance by the children of serving and retired PAF personnel, Shaheen Foundation is granting “SHAHEEN EXCELLENCE AWARD” of Rs. 50,000/- to PAF children securing first position in Higher Secondary School Certificate examination from any Board of Intermediate & Secondary Education in Pakistan since, 1997. For details please visit <http://www.shaheenfoundation.com/fellowships.html>

19. FFC (Fauji Fertilizer Company Limited) Ward of Farmers Scholarships

FFC has been encouraging education to the less privileged talented youth by providing them scholarship. Scholarship is granted under three different categories including Scholarship to the wards of the farmers, Merit scholarships for the students of districts Ghotki and Rahim Yar Khan and Children of FFC employee. For further details please visit <http://www.ffc.com.pk/education.aspx>

20. National Bank of Pakistan Student Loan Scheme

Pursuant to the announcement made by the Federal Finance Minister in his 2001-2002 budget speech, a Student Loan Scheme (SLS) for education was launched by the Government of Pakistan in collaboration with major commercial banks of Pakistan (NBP, HBL, UBL, MCB and ABL). Under the scheme, financial assistance is provided by way of interest free loans to the meritorious students who have financial constraints for pursuing their studies in various educational institutions within Pakistan. The scheme is being administered by a high powered committee comprising Deputy Governor, State Bank of Pakistan, Presidents of the commercial banks and representative of Ministry of Finance, Government of Pakistan. For further details please visit <http://nbp.com.pk/StudentLoan/index.aspx>

21. Other Scholarship Programs

- Shahbaz Sharif Merit Scholarships (SMSS) – Foreign Scholarships for PhD
- HEC Indigenous Scholarships – MS Leading to PhD
- B.I.S.E.P Board of Intermediate and Secondary Education Peshawar Talent Scholarships
- MORA Scholarships
- Tribal Areas Political Scholarships

For further details, the Grants Office of the Institute may be contacted.