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’.
## Contents

<table>
<thead>
<tr>
<th>Chapter No.</th>
<th>Contents</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Semester Rules</td>
<td>03</td>
</tr>
<tr>
<td>02.</td>
<td>Admission Policy</td>
<td>30</td>
</tr>
<tr>
<td>03.</td>
<td>Library Rules</td>
<td>40</td>
</tr>
<tr>
<td>04.</td>
<td>Transport Facility</td>
<td>43</td>
</tr>
<tr>
<td>05.</td>
<td>Students Conduct &amp; Discipline Rules</td>
<td>44</td>
</tr>
<tr>
<td>06.</td>
<td>Hostel Rules</td>
<td>53</td>
</tr>
<tr>
<td>07.</td>
<td>IMSciences Scholarships / Grants / Financial Aid</td>
<td>63</td>
</tr>
</tbody>
</table>
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. 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 hour 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). The Course File shall have complete record of all relevant academic activities undertaken during the delivery of a taught course in a semester. The Course File shall contain:

   i. Course Syllabus (in accordance with appendix I and II)

   ii. Weekly teaching schedule

   iii. A copy of each assessment (e.g., assignment, project report, presentation, quiz etc.) administered in the course as described in its syllabus

   iv. Copy of mid-term examination

   v. Copy of final-term examination

   vi. Filled Course Evaluation and Review (CER) report form (attached as appendix III)

   vii. Monthly record of students' attendance

   viii. Answer key(where applicable)

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.

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. **WITHDRAWAL FROM COURSE(S)**

i. A student shall be allowed to withdraw only one course in a semester provided the withdrawal can help the student in improving his / her performance. Such withdrawal can be made within 14 days after the commencement of the semester. Withdrawal from the course will not be counted as a failure.

ii. Withdrawn course shall be represented by the letter grade “W” on the transcript and will not be treated as “F” grade, i-e the credit hours of a W course will not be counted towards calculating GPA / CGPA of the student.

13. **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 work load 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.

iv. A graduate student (MS) with “C” grade can repeat the course if he / she so desires to improve the grade. The maximum number of courses that a student may repeat at the graduate level is three.

14. **IMPROVEMENT OF GRADES**

i. A student willing to improve his /her grade(s) from C or C+, in selected courses may be allowed by the Semester Committee upon recommendation of Controller of Examinations, after completion of course work of the program.

ii. Such improvement shall be allowed only for two courses 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.
15. 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.

16. 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.

17. 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.

18. 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.
19. **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 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.

20. **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:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Promotion to</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2nd Semester</td>
<td>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;</td>
</tr>
<tr>
<td>2.</td>
<td>3rd Semester</td>
<td>If a student again secures less than 2.0 CGPA in the 2nd semester but passes 50% of the courses he/she shall be promoted (conditionally) to the 3rd semester (upon the condition enumerated below) and will be put on last probation; The student of second semester on last probation shall be required to repeat upto 3 courses in the next immediate Summer Semester to improve his CGPA to 2.0. If he / she does not improve the CGPA to 2.0, he / she shall be dropped from the Institute rolls, immediately.</td>
</tr>
</tbody>
</table>

Note: However, there must be at least 10 students for a repeat course to be offered.
21. DEGREE PROGRAMMES & DURATIONS

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

<table>
<thead>
<tr>
<th>Programme</th>
<th>Years of Education</th>
<th>Duration</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>16</td>
<td>4 years</td>
<td>7 Years</td>
</tr>
<tr>
<td>MBA 2½ years</td>
<td>18½</td>
<td>2½ years</td>
<td>5 Years</td>
</tr>
<tr>
<td>M. Sc Computer Science</td>
<td>16</td>
<td>2</td>
<td>4 Years</td>
</tr>
<tr>
<td>Master/MPH/MPA</td>
<td>16</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MBA 1½ years</td>
<td>17½</td>
<td>1½ years</td>
<td>4 years</td>
</tr>
<tr>
<td>MBA 3½ years</td>
<td>17½</td>
<td>3½ years</td>
<td>6 years</td>
</tr>
<tr>
<td>M.S (all programs) 1½ years</td>
<td>17½</td>
<td>1½ years</td>
<td>4 years</td>
</tr>
<tr>
<td>Ph.D</td>
<td>21</td>
<td>3 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

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.

22. 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.
23. **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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks (%)</th>
<th>Grade Point</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>91-100</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A</td>
<td>87-90</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>80-86</td>
<td>3.5</td>
<td>V. good</td>
</tr>
<tr>
<td>B</td>
<td>72-79</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>66-71</td>
<td>2.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>60-65</td>
<td>2.0</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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 1\textsuperscript{st} semester, 2\textsuperscript{nd} 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.
24. **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% weightage to their performance in theory. This weightage of 30% in Lab shall be determined on the basis of the 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 the following guidelines.

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

25. **COMPUTATION OF SEMESTER GPA AND CGPA**

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

\[
GPA = \frac{\text{Sum of Courses In Semester} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours}}
\]

\[
CGPA = \frac{\text{Sum Over all Taken Courses In all Semesters} \times \text{Grade Point Earned}}{\text{Total Credit Hours Taken In All Semesters}}
\]

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

- Project Report/ Dissertation submitted by the student
- Performance in viva voce
26. **CGPA REQUIRED FOR THE AWARD OF BA/BS/B.Sc/BCS/BBS/MBA/MSc, MS & Ph.D DEGREE**

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

In order to continue research at Ph.D 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**

i. 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.

ii. 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) 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.

   b) In case of death of parents, spouse, children of the student or his/her sibling.

28. **PROCEDURE FOR MAKE UP EXAMINATION**

i. 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:

   a. The student concern will pay a fee as may be prescribed for appearing in the make-up examination.

   b. 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 Incharge 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 Incharge 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.

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 I.D. Card; I.D. 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. A 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 incharge (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 pre requisite 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 Incharge 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 incharge 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 Incharge 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.

vi. 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.

vii. 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.

ix. 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.

x. 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.

xi. 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
   b. Two Programme Coordinators
   c. One Faculty Member Concerned
   d. Controller of Examinations

   Convener
   Members
   Member
   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 means 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/ininvigilator/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:

   1<sup>st</sup> position: Gold Medal (with Distinction Certificate)
   2<sup>nd</sup> 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 the minimum prescribed time period.

v. In case of the same CGPA (upto 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. The student is 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.

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 withheld; 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. Upto 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. **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.

44. **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.
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.
## Course Syllabus

<table>
<thead>
<tr>
<th>Course Code &amp; Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program(s) &amp; Group(s):</td>
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</tr>
<tr>
<td>Semester:</td>
<td></td>
</tr>
<tr>
<td>Lecture Timing:</td>
<td></td>
</tr>
<tr>
<td>Prerequisites and/or Expectations:</td>
<td></td>
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<tr>
<td>Name and Contact Details of Instructor:</td>
<td></td>
</tr>
<tr>
<td>Office Contact Hours:</td>
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<tr>
<td>Course Description:</td>
<td></td>
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<tr>
<td>Course Resources:</td>
<td></td>
</tr>
<tr>
<td>Course Assessment(s):</td>
<td></td>
</tr>
<tr>
<td>Course Methodology:</td>
<td></td>
</tr>
<tr>
<td>Learning Outcomes:</td>
<td></td>
</tr>
<tr>
<td>Behavioral Expectations/Class Policies (if any):</td>
<td></td>
</tr>
<tr>
<td>Serial</td>
<td>Topic Description</td>
</tr>
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**Mid-Term Examination**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Topic Description</th>
<th>Reading/Remarks</th>
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<tbody>
<tr>
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<td>16</td>
<td>•</td>
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</tr>
</tbody>
</table>

**Final-Term Examination**

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1 Give week or class session wise serial number(s).
### APPENDIX III

**Course Evaluation and Review (CER) Report Form**

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

<table>
<thead>
<tr>
<th>Course Code &amp; Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Semester &amp; Year (e.g., Fall 2012)</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>Degree Program</td>
</tr>
</tbody>
</table>

**Course General Information:**

**Course Learning Outcomes (LO) and Assessment Alignment:**

<table>
<thead>
<tr>
<th>LO</th>
<th>Assessment Methods Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
### Distribution of Grades:

<table>
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<tr>
<th>Originally Registered</th>
<th>A+</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>F</th>
<th>Withdrawal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100</td>
<td>87-90</td>
<td>80-86</td>
<td>72-79</td>
<td>66-71</td>
<td>60-65</td>
<td>Below</td>
<td>60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| No. of Students       |     |     |     |     |     |     |     |            |       |

### Evaluation by the Course Instructor:

(please summarize and comment accordingly)

Feedback from Student Course Review Questionnaire;

Curriculum: Comment on the continuing appropriateness of the Course curriculum in relation to course learning outcomes and its compliance with the HEC Approved/Revised National Curriculum Guidelines;
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)
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.

ii. Admissions to the undergraduate and postgraduate programs shall be made once a year; either for Fall Semester or for Spring Semester.

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 copies of all relevant documents including transcripts and certificates; 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, BCS, BS-SE, B.Sc Social Sciences, B.Sc Economics, BS (A&F), MBA (1.5, 2.5 & 3.5 years), MBA, Banking and Finance, 3.5 years, MBA Islamic Banking and Finance (1.5 years), MPA, MSc Computer Sciences, MSc Economics, MSc Finance; whereas, in case of MBA 1.5 years 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. There will be no reserved / quota seats for admission to any program in any category at the Institute.

xi. The eligibility requirements for admission to various programs of the Institute are enumerated in detail below:
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Eligibility Criteria</th>
<th>Program Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bachelor of Business Administration</td>
<td>FA/FSc or Equivalent qualifications with at least second division, securing 45% marks in aggregate.</td>
<td>4 years</td>
</tr>
<tr>
<td>2. BS (Accounting &amp; Finance)</td>
<td>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.</td>
<td>8 semesters</td>
</tr>
<tr>
<td>3. BSc Economics</td>
<td>Candidates who have secured at least 40% in the NTS-NAT are also eligible to apply.</td>
<td>Min Cr. hrs = 130-136</td>
</tr>
<tr>
<td>4. BSc Social Sciences</td>
<td>The merit of a candidate shall be measured by a 50 % weight age to the marks obtained in HSC or equivalent, 40 % to the marks obtained in the written test, and 10% to the marks obtained in the interview.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The marks shall be added to the marks obtained at HSC or equivalent.</td>
<td></td>
</tr>
<tr>
<td>1. Bachelors of Computer Science (BCS)</td>
<td>FA/FSc or Equivalent qualifications with Mathematics with at least second division, securing 45% marks in aggregate.</td>
<td>4 years</td>
</tr>
<tr>
<td>2. Bachelors of Software Engineering (BSE)</td>
<td>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.</td>
<td>8 semesters</td>
</tr>
<tr>
<td></td>
<td>Candidates who have secured at least 40% in the NTS-NAT are also eligible to apply.</td>
<td>Min Cr. hrs = 130-136</td>
</tr>
</tbody>
</table>
The merit of a candidate shall be measured by a 50% weightage to the marks obtained in HSC or equivalent. 40% to the marks obtained in the written test, and 10% to the marks obtained in the interview.

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.

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.

The Hafiz Quran shall be given a special credit of 20 marks.

The marks shall be added to the marks obtained at HSC or equivalent.

<p>| 1. MBA 3.5 years | Two years BSc/BA/B.Com/HND (Edexcel) or any equivalent degree. 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. Candidates who have secured at least 40% in the NTS-NAT are also eligible to apply. The merit of a candidate shall be measured by a 50% weightage to the marks obtained in BA/BSc or equivalent, 40% to the marks obtained in the written test, and 10% to the marks obtained in the interview. A candidate shall be given a special credit of thirty points for admission if he/she has studied Economics / Psychology / Computers / English Advance/Home Economics/HND at BA / B.Sc level or equivalent level. A candidate shall be given a special credit of sixty marks in the following cases: i. If he/she has studied Economics / Psychology / Computer Science / English Advance in combination with |
| 2. MBA (Banking &amp; Finance) 3.5 years | 3.5 years 7 semesters Min Cr. hrs = 90 |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Eligibility</th>
<th>Duration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 1.5 years (Morning &amp; Evening)</td>
<td>Candidates possessing a 4 years bachelor degree in Business Administration of at least 130 credit hours or 2 years Bachelor of Business Studies of at least 60 credit hours and a minimum CGPA of 2.5 are eligible to apply. Qualifying the admission test and interview is compulsory. Candidates scoring less than 40% marks in test and interview will stand disqualified for admission. However, the Institute graduates are exempted from the requirement of test and interview. Candidates who have secured at least 40% in the NTS-GAT General are also eligible to apply. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters</td>
</tr>
<tr>
<td>MBA (Banking &amp; Finance) 1.5 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA (Islamic Banking &amp; Takaful) 1.5 years</td>
<td>Candidates with a BBA (Hons) of least 130 credit hours and a minimum of 2.5 CGPA and candidates with a BBS (2 years) of at least 60 credit hours and a minimum of 2.5 CGPA are eligible to apply. Candidates with any other type of 16 years Business and Islamic Law/Economics related subjects can also be considered for the admission to MBA Islamic Banking and Takaful. Qualifying the admission test and interview is compulsory. Candidates scoring less than 40% marks in test and interview will stand disqualified for admission. However, the Institute graduates are exempted from the requirement of test and interview. Candidates who have secured at least 40% in the NTS-GAT General are also eligible to apply. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters</td>
</tr>
</tbody>
</table>

The marks shall be added to the marks obtained at the bachelor’s level or equivalent. The Hafiz Quran shall be given a special credit of 20 marks.
<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 2.5 years (Evening)</td>
<td>16 years non business degree M.Sc/MA/MBBS/BSc/BE (engineering) /BSc (Agriculture)/LLB/4 years BA/BS program or any other equivalent education as endorsed by the HEC having at least second division, securing 45% marks in aggregate are eligible to apply. Qualifying the admission test and interview is compulsory. Candidates scoring less than 40% marks in test and interview will stand disqualified for admission. Candidates who have secured at least 40% in the NTS-GAT General are also eligible to apply. The merit of a candidate shall be measured by a 50% weight age to the marks obtained in MA/MSc or equivalent, 40% to the marks obtained in the written test, and 10% to the marks obtained in the interview. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>2.5 years 5 semesters</td>
<td>Min Cr. hrs = 66</td>
</tr>
<tr>
<td>1. M.Sc Finance</td>
<td>Candidates with a BA/BSc, B.Com, BBA or equivalent qualification and having at least second division, securing 45% marks in aggregate are eligible to apply. Qualifying the admission test and interview is compulsory. Candidates scoring less than 40% marks in test and interview will stand disqualified for admission. Candidates who have secured at least 40% in the NTS-NAT are also eligible to apply. The merit of a candidate shall be measured by a 50% weight age to the marks obtained in BA/B.Sc or equivalent, 40% to the marks obtained in the written test, and 10% to the marks obtained in the interview. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>2 years 4 semesters</td>
<td>Min Cr. hrs = 60-66</td>
</tr>
<tr>
<td>2. M.Sc Applied Economics</td>
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<td></td>
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<tr>
<td>3. Master of Public Administration (MPA)</td>
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</tr>
<tr>
<td>Program</td>
<td>Details</td>
<td>Duration</td>
<td>Credits</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| MSc Computer Science        | BSc degree or equivalent qualification with Computer Science or Mathematics as an elective subject, having at least second division, securing 45% marks in aggregate are eligible to apply. Qualifying the admission test and interview is compulsory. Candidates scoring less than 40% marks in test and interview will stand disqualified for admission. Candidates who have secured at least 40% in the NTS-NAT are also eligible to apply. The merit of a candidate shall be measured by a 50% weight age to the marks obtained in BA/B.Sc or equivalent, 40% to the marks obtained in the written test, and 10% to the marks obtained in the interview. The Hafiz Quran shall be given a special credit of 20 marks. | 2 years  
4 semesters | Min Cr. hrs = 72 |
| Master of Public Health (MPH) | Admission in MPH will be purely on merit basis. Proposed order of preference: 1. Doctors (degree holders in Medicine/Dentistry) at least 2nd division in following positions: a. Govt. /autonomous organization. b. National/international NGOs 2. Medical staff other than above i.e doctors) including paramedical, nursing, and other auxiliary staff employed in management positions of the above organizations. 3. MA/Postgraduate/ Diploma/BA degree holder, at least 2nd division, employed in the above positions and having qualifications in area related to Health, Public administration, Business Administration, Economics, Sociology, Mass Communications, Journalism, social work, or pharmacy with a at least 3 years experience. 4. In case of vacant seats, inexperienced candidates may also be considered. Qualifying the admission test and interview is compulsory. Candidates scoring less than 40% marks in test and interview will stand disqualified for admission. Candidates who have secured at least 40% in the NTS-NAT are also eligible to apply. | 2 years  
4 semesters | Min Cr. hrs = 60-66 |
<table>
<thead>
<tr>
<th>Program</th>
<th>Merit Measures</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS- Management</strong></td>
<td>The merit of a candidate shall be measured by a 50% weightage to the marks obtained in BA/B.Sc or equivalent, 40% to the marks obtained in the written test, and 10% to the marks obtained in the interview. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters&lt;br&gt;Min Cr. hrs = 30</td>
</tr>
<tr>
<td><strong>MS-Project Management</strong></td>
<td>16 years of education in the relevant disciplines with a 3.0 CGPA or 60% marks in 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. 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. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters&lt;br&gt;Min Cr. hrs = 30</td>
</tr>
<tr>
<td><strong>MS- Computer Science</strong></td>
<td>4 year BCS/BIT/BE or BS (Telecom, Electrical, Electronics) with at least 3.0 CGPA or 2 years Masters degree in Computing/IT/(awarded after 2 years BSc) with a 3.0 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. 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. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters&lt;br&gt;Min Cr. hrs = 30</td>
</tr>
<tr>
<td>Program</td>
<td>Requirement</td>
<td>Duration</td>
<td>Semesters</td>
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<tr>
<td>MS-Information Technology</td>
<td>4 years BCS/BIT/BE or BS (Telecom, Electrical, Electronics) with at least 3.0 CGPA or 2 years Masters degree in Computing/IT/(awarded after 2 years BSc) with a 3.0 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. 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. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters</td>
</tr>
<tr>
<td>MS- Economics</td>
<td>BSc Economics with a 3.0 CGPA or MSc Economics, MSc Applied Economics with a 3.0 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. Passing marks in NTS-GAT general test. 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. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters</td>
</tr>
<tr>
<td>MS- Development Studies</td>
<td>Sixteen (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 3.0 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. Passing marks in NTS-GAT general test. 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. The Hafiz Quran shall be given a special credit of 20 marks.</td>
<td>1.5 years</td>
<td>3 semesters</td>
</tr>
<tr>
<td>PhD Management, Computer Science, Economics, Islamic Business and Finance</td>
<td>MS/M.Phil (with thesis) degree or 18 years of education in a subject relevant to the field of study with consistently good academic record and a minimum of 60% marks in the annual system or CGPA of 3.0 out of 4.00 in the semester system. 60% marks in GAT subject Test/ Institute’s own test or any other test required by the HEC. Registrations are offered in the PhD programs throughout the year. Students who have done MS without thesis may be considered for admission in the PhD program, if he/ she has published a research paper in HEC recognized journal as a principal author.</td>
<td>Min 3 years, Max 8 years, Min Cr. hrs =54</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL INSTRUCTIONS:**

1. Those applicants who have a valid NTS score will not be required to appear in the test; however they can take the Institutes ETEA 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 relevant Provisional Certificates & DMCs and 3 passport size 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. Prospectus along with Application Forms and Sample Question Papers for the Entry Test can be obtained from the office of the Institute on payment of prescribed amount (non - refundable) towards the cost of Prospectus, Application Forms, Sample Test Paper, Test Administration, Grading and Application processing etc.

10. The Venue of the Written Test shall be notified on the Institute’s Notice Board and Website.

11. Hostel accommodation may be provided to the students subject to the availability of seats.

12. Students are not allowed to bring Mobile Phone to the Examination Hall.

13. The marking of the examination will be conducted through computer based checking. The Educational Testing and Evaluation Authority (ETEA), Khyber Pakhtunkhwa will conduct the marking of the test.
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 upto 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, the 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 Incharge.

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 → Tehkal Payan → Runway → Arbab Road → Abdara Road → Town Chowk → Speen Jumaat/KTH → Board Bazar → Phase-3 Chowk → IMSciences

ROUTE NO. 2

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

ROUTE NO. 03

Star Bakers (Gulbahar) → Hashtnagri Gate → Qila Balahisar → Warsak Road → 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. 06

Hashtnagri → Army Stadium → PSO Pump Defence → KFC → Tehkal Payan → Arbab Road → Abdara Road → Town Chowk → KTH → Board Bazar → Bagh-e-Naran → IMSciences.
CHAPTER 5

STUDENTS CONDUCT & DISCIPLINE RULES

Title: These Rules may be called "The IMS Students Conduct and Discipline Rules, 2016".

Applicability and Commencement: These shall apply to all students on the rolls of the IMS and shall come into force with immediate effect.

1. **General Instructions**

i) Conduct of students inside / outside Institute should be mature and reflect credit on the Institute.

ii) Students should keep the administration informed of any change in their home address / telephone / mobile number.

iii) While at the campus, students are required to possess and display the Institute identity cards at all times. Without it, they may be excluded from lectures, and will 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 check daily the Notice Boards.

vi) Students are not allowed to take food or soft drink in-side the Institute building 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 in the campus.

ix) Mobile phones must be switched off / kept at silent mode during classes.

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.
2. **Students Code of Conduct:**

Every student shall observe the following code of conduct:

i) **Faithfulness in his/her religious 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 honour 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, and 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.**
3. **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 Director/Student Discipline Committee or any other authority.

The members of the teaching or administrative staff authorized by the Director shall be responsible for the maintenance of order among the students on the premises of the Institute, in hostels and check the behaviour likely to damage the good name of the Institute.

4. **Prohibited Acts:**

The following acts are prohibited for students:

i) Smoking in the classroom, laboratory workshops, library, examination hall, auditorium or any other places notified by the Director and during study or academic function.

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 of the Institute or any other person authorized in this behalf.

v) Doing anything that may cause injury or insult 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 the entry to the premises of IMSciences of expelled students, anti-social elements or other groups whose presence could cause conflict or unrest amongst the students.

viii) Bringing or keeping any type of weapons within the IMS premises.

ix) Using or occupying any room or part of any building of the institution 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 teacher's or officer's 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.

5. Acts of Indiscipline:

A student 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 IMS.

ii) Disobeys the lawful orders of a teachers or other person in authority in the Institute.

iii) Habitually neglects his work or habitually absents himself/herself from the classroom without valid reason; or

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 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. 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.

6. **Penalties:**

The penalties which may be imposed and the authorities competent to impose each kind of penalty are specified below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Penalty</th>
<th>Authority competent to Impose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removal from classroom, laboratory, workshop or field work for the periods, concerned or not more than four such consecutive period</td>
<td>Teacher-in-Charge</td>
</tr>
<tr>
<td>2</td>
<td>Withdrawal from games or the field for not more than one week.</td>
<td>Game Incharge</td>
</tr>
<tr>
<td>3</td>
<td>Withdrawal from education or sports tour or survey camp.</td>
<td>Director IMSc or an officer authorized by him</td>
</tr>
<tr>
<td>4</td>
<td>Removal from Institute for a period not exceeding two weeks.</td>
<td>-do=-</td>
</tr>
<tr>
<td>5</td>
<td>Removal from all classes or any class for a period not exceeding two weeks.</td>
<td>-do-</td>
</tr>
<tr>
<td>6</td>
<td>Cancellation or remission of fees or scholarships</td>
<td>Director IMSc</td>
</tr>
<tr>
<td>7</td>
<td>Removal from a position of authority on the advice of the Student Advisor.</td>
<td>Director IMSc</td>
</tr>
<tr>
<td>8</td>
<td>Rustication</td>
<td>Director IMSc</td>
</tr>
<tr>
<td>9</td>
<td>Expulsion from the Institute</td>
<td>Discipline Committee, with the approval of the Director IMSc</td>
</tr>
<tr>
<td>10</td>
<td>Fine may be imposed by the authorities as per details given below:</td>
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<tr>
<td></td>
<td>Not exceeding Rs 300.00</td>
<td>Teacher</td>
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<tr>
<td></td>
<td>Not exceeding Rs 500.00</td>
<td>Staff Proctor/Warden</td>
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<tr>
<td></td>
<td>Not exceeding Rs 3000.00</td>
<td>Deputy Director/Coordinator</td>
</tr>
<tr>
<td></td>
<td>Not exceeding Rs 5000.00</td>
<td>Director</td>
</tr>
</tbody>
</table>
7. The Director IMS shall have the powers to impose any of the penalties listed in the above rules himself or to refer any case to the Student Discipline Committee for advice to facilitate him in taking a decision.

8. When a case against a student is referred to the Discipline Committee, it may, if it deems fit, suspend the student from the Institute rolls with the approval of the Director IMS, till the finalization of the case.

9. Procedure in case of breach of discipline: 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 proceed as follows:

   a) Refer the case to the Deputy Director, Coordinator or any other appropriate authority,

   b) If he is the Coordinator, Deputy Director or the Director of the Institute he shall deal with the case himself.

10. Rustication and Expulsion:

   i) Rustication:

      a) The Director 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 appearance in University 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 if he wishes to rejoin.

      b) No fees will be charged from a rusticated student for the month or months during which his name remained struck off the rolls.

      c) The student may take the examinations if he is otherwise eligible, and provided he is permitted by the Director of the Institute to do so. The student will himself be responsible for the shortage of attendance, if any.
ii) Expulsion:

a) The Coordinator IMS shall report the name of the student who in his opinion has committed the offence warranting expulsion from the Institute to Director IMS stating the reasons for the proposed action. Director IMS will have the authority to sanction expulsion for a period not exceeding 24 months. If the expulsion recommended exceed 24 months, approval of the BOG of IMS will be necessary.

b) The period of expulsion will be counted from the date of issue of notice to this effect by the Director IMS who shall have the authority to enforce his orders. An order of expulsion shall involve the loss of one academic session or more to the student concerned.

c) The name of the expelled student will immediately be removed from the Institute rolls, and no fees will be charged from him for subsequent months.

d) A student expelled from the Institute may be re-admitted to the IMS after the expiry of the period of expulsion, if permitted by Director IMS.

c) Case of expulsion will be registered in the IMS and communicate to all relevant institutions, management schools, Departments of the University.

11. General:

i) The authority, which had the power to rusticate, shall also be competent to withdraw the said order before its expiry.

ii) No student shall be rusticated or expelled from the Institute unless he has been allowed a reasonable chance of replying to the accusations against him.

12. Appeals:

An appeal against the punishment of rustication or expulsion shall lie to a Committee comprising two members to be nominated by the BOG and the Director IMS.

i) 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.

ii) An appeal on the ground that an authority has imposed a penalty which it was not competent to impose, shall lie with the body or person of higher authority than the one that has imposed the penalty.

iii) No appeal by a student shall be entertained unless it is presented within fifteen days from the date on which the decision is communicated, provided that the Director IMS may, for valid reasons, extend this period.
13. Proceedings for Serious Acts of Indiscipline

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

Then he/she shall be proceeded against immediately by the Discipline Committee 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.

14. Compensation for loss:

The Director IMS or any teacher or officer to whom he may delegate his powers 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, the Director may recommend his expulsion in the manner prescribed in this calendar.

15. Director’s Emergency Powers:

The Director may, in case of an emergency, take any action against a student or student(s) pending ‘Discipline committee ‘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.

These rules will repeal all previous rules or instruction of the Institute relating to the maintenance of discipline among the students.

16. Examination Offenses:

Cases of indiscipline in examination halls or around them or use of unfair means shall be dealt with by the Committee appointed for the purpose.

When, in the opinion of the Discipline Committee, the penalty of rustication Or expulsion is not called for in a case referred to it, it may recommend the imposition of a lesser penalty.
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 singed 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
c. 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.

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.

c. 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.

<table>
<thead>
<tr>
<th>Percentage of Hostel Fee Refund*</th>
<th>Timeline**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full (100%) Hostel Fee Refund</td>
<td>up to 7th day of depositing Hostel Fee</td>
</tr>
<tr>
<td>Half (50%) Hostel Fee Refund</td>
<td>From 8th to 15th day of depositing Hostel Fee</td>
</tr>
<tr>
<td>No Fee (0%) Hostel Fee Refund</td>
<td>From 16th day of depositing Hostel Fee</td>
</tr>
</tbody>
</table>

*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. 31,100/- p.a.

   Payable in the 2nd year Rs. 30,000/- p.a.

   Payable in the 3rd year Rs. 30,000/- p.a.

   Payable in the 4th year Rs. 30,000/-p.a.

*** Rs. 31,100/- comprises of Rs. 30,000/- Annual Hostel Rent charges, Rs. 1,000/- Refundable Hostel Security and Rs. 100/- as Hostel Prospectus Fee.

b. Hostel Mess Charges Rs. 2,200/-
The students will pay the Mess dues for the entire month, irrespective of the number of days they are present in the Hostel.

The monthly fee of mess charges will be Rs 2200/-. Per month

The students will submit mess fee of three months at a time i.e. Rs. 6600/-. Students, who fail to deposit their mess dues till the 15th of every month, will submit a fine of Rs. 300/- along with the Hostel Mess dues.

The request for temporary stoppage of Mess will be entertained only under extraordinary circumstances.

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: 9:30 p.m. (1st October to 14th March)

10:00 p.m. (15th March to 30th June)

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:

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.
18. SOCIAL AND CULTURAL ACTIVITIES:

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

19. CLOSURE OF THE HOSTELS:

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

20. 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.

21. PETS AND ANIMALS:

Pets and animals are not allowed in the hostel.

SPECIAL 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:

   Winter: 8:00 p.m. to 10:00 p.m.

   Summer: 9:00 p.m. to 11:00 p.m.

Light must be switched off after these hours.
2. **HOSTEL GATES:**

The following timetable will be observed for opening and closing of the Hostel Gates

- **Morning students:** 8:15 a.m to 4:00 p.m
- **Evening Students:** 4:30 p.m to 8:30 p.m

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) Male visitors are not allowed inside the hostel. They can obtain the requisite information at the Hostel Gate.

   b) Residents will not be allowed to invite guests for casual meals or for overnight stay.

   c) 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 (Wednesday). They must return to the Hostel by 6:00 p.m. in winter and at 7:00 p.m. in summer.
d) The residents may attend IMScience 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.

### HOSTEL STAFF

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Muhammad Mohsin Khan</td>
<td>Director</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Atta Ur Rahman</td>
<td>Provost</td>
</tr>
<tr>
<td>3</td>
<td>Ms. Ambreen Fayaz</td>
<td>Warden Female Hostel</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Shahzad Hanif</td>
<td>Warden, Male Hostel - II</td>
</tr>
<tr>
<td>5</td>
<td>Mr. Mukamil Shah</td>
<td>Warden, Male Hostel - I</td>
</tr>
<tr>
<td>6</td>
<td>Mr. Abdul Kabir</td>
<td>Office Assistant</td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE & SUPPORT STAFF

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
<th>Hostel</th>
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<tbody>
<tr>
<td>1</td>
<td>Mr. Habib Khan</td>
<td>Cook</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>2</td>
<td>Mr. Fazal Khaliq</td>
<td>Cook</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Inam Ali</td>
<td>Bearer</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Riaz Ali</td>
<td>Bearer</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>5</td>
<td>Mr. Khan Zeb</td>
<td>Bearer</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>6</td>
<td>Mr. Bahar Ali</td>
<td>Bearer</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>7</td>
<td>Mr. Tahir Hussain</td>
<td>Bearer</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>8</td>
<td>Mr. Nasir Ali</td>
<td>Bearer</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>9</td>
<td>Mr. Kamran Khan</td>
<td>Tandoorchi</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>10</td>
<td>Mr. Zahid Ali</td>
<td>Tandoorchi</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>11</td>
<td>Mr. Noor Zameen</td>
<td>Tandoorchi</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>12</td>
<td>Mr. Karim Ullah</td>
<td>Janitor</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>13</td>
<td>Mr. Inam Ullah</td>
<td>Janitor</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>14</td>
<td>Mr. Sulaiman</td>
<td>Janitor</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>15</td>
<td>Mr. Aqeel Muhammad</td>
<td>Janitor</td>
<td>Male Hostel</td>
</tr>
<tr>
<td>16</td>
<td>Mr. Zahir Ali</td>
<td>Cook</td>
<td>Female Hostel</td>
</tr>
<tr>
<td>17</td>
<td>Mr. Subhanuddin</td>
<td>Bearer</td>
<td>Female Hostel</td>
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<tr>
<td>18</td>
<td>Mr. Abid Ullah</td>
<td>Bearer</td>
<td>Female Hostel</td>
</tr>
<tr>
<td>19</td>
<td>Mr. Abid Ali</td>
<td>Bearer</td>
<td>Female Hostel</td>
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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.

2. **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.
3. **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.

4. **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.

5. **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.

6. **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.
7. 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:


Ph. D Level:


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.becc.gov.pk/InsideHEC/Divisions/HRD/tfn/Pages/Introduction.aspx

8. 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.

9. 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.

10. 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.

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

The foundation has been established by Dr. Fakhri Alam Khan, Assistant 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.

12. 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.
13. IMSciences Brother Sister Fee Rebate

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

14. 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.

15. USEFPakistan 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/](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

16. 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.
17. 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.

18. 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

19. 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

20. FFC (Faujir 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

21. 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

22. 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.