



SZABIST

Discover
Yourself



SZABIST - Student Handbook 2019-20



Larkana Campus

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

We Just Don't Work Hard
We Work Smart

SZABIST

STUDENT
HANDBOOK 2019-20



WE JUST DON'T WORK HARD
WE WORK SMART

WELCOME MESSAGE BY THE CHANCELLOR
WELCOME MESSAGE BY THE PRESIDENT
WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS
WELCOME MESSAGE BY THE VICE PRESIDENT
(ADMINISTRATION & FINANCE)
WELCOME MESSAGE BY THE HEAD OF CAMPUS
(SZABIST LARKANA)

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WELCOME MESSAGE BY THE CHANCELLOR



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

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

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

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

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

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

Dr. Azra Fazal Pechuho

Chancellor
SZABIST



WELCOME MESSAGE BY THE PRESIDENT



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

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

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

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

Shahnaz Wazir Ali (S.I)

President
SZABIST



WELCOME MESSAGE BY THE VICE PRESIDENT ACADEMICS



Congratulations for being a part of SZABIST family. The institution enjoys a high reputation due to its professional environment and dedication to impart quality education. The institution has crossed 20 plus years of its existence. Its exponential growth speaks itself of its popularity. It is fully recognized by all regulatory bodies in the country, such as HEC, PEC, NCEAC, NBEAC, NACTE, CIEC (Sindh). It is a member of several international associations, such as International Association of Universities (IAU) Paris, Association of Commonwealth Universities (ACU) London, Association of Advance Collegiate School of Business (AACSB) Singapore, Asia University Federation Seoul, Asia-Pacific Quality Network (APQN) China, etc.

The institution is committed to preparing students in diversified areas of learning such as Management Sciences, Computer Science, Media Sciences, Biosciences, Social Sciences, Mechatronic Engineering, Law and Education. The learning outcomes of the courses and programs have been carefully designed to compel the students to develop critical & creative thinking and to acquire problem solving skills. We understand, University without Research is tantamount to Body without Soul. That is why we give high priority to research seminars and encourage our students to write research articles at every stage.

Our Executive Development Center (EDC) looks after the job placements and builds linkages with alumni. That's why our alumni are our face value.

Our strength is our ERP, developed by our own software house. We fully make use of modern IT tools in teaching and managing our academics and ensure quality education through ongoing and systematic assessments throughout the semesters. We have been awarded 93% score by QEC/HEC.

Finally, we believe in building the personalities, not merely producing degree-holder graduates. This we ensure through conducting seminars and guest lectures frequently by eminent personalities, through our students' societies, which are responsible to arrange co-curricular and extra-curricular activities round the year.

Please go through this entire Handbook to know about rules and policies about SZABIST.

Prof. Dr. Mohammad Altaf Mukati

Vice President (Academics)

SZABIST



WELCOME MESSAGE BY THE VICE PRESIDENT ADMINISTRATION & FINANCE



Welcome to SZABIST and congratulations on being selected at one of the highest ranked Higher Education Institutes of Pakistan. With the vision of Shaheed Zulfikar Ali Bhutto brought in reality by his daughter Shaheed Mohtarma Benazir Bhutto, and under the guidance of our Chancellor Madam Azra Fazal Pechuho, SZABIST has evolved into a world class institute globally recognized for its excellence in education, research and in producing highly qualified scientific and technical graduates.

SZABIST Administrative and Academic wings are enthusiastically preparing and looking forward to journeying with you an exciting period, where you will enjoy excellence in a respectful and caring environment.

This Student Handbook is a compendium of the courses being offered at SZABIST that will stir you to consider the discipline best suited to your requirements. I hope the Student Handbook will serve as a useful guide in planning out your academic tenure at SZABIST.

With best wishes

Nasreen Haque

Vice President (Administration & Finance)
SZABIST



WELCOME MESSAGE BY THE HEAD OF CAMPUS (SZABIST LARKANA)



It is indeed a matter of great pride for all of us here at SZABIST larkana to whole heartedly welcome you.

Being located in one of the remote area, we have been striving hard against all odds to contribute our pursuit of providing quality education to the people of interior Sindh in particular and youth of our beloved country Pakistan in general.

I, wish and hope that your dreams take you to the corners of your smiles, to the highest of your hopes, to the windows of your opportunities and to the most special places, your heart has ever known.

During Campus life you will experience good and hard days both, never lose the hope and commitment in pursuit of your dreams/goals.

I, wish you all the best, with prayer to rise to the new heights in your career and contribute back to your society and your Alma mater.

Dr. Zahida Abro
Head of Campus
SZABIST Larkana



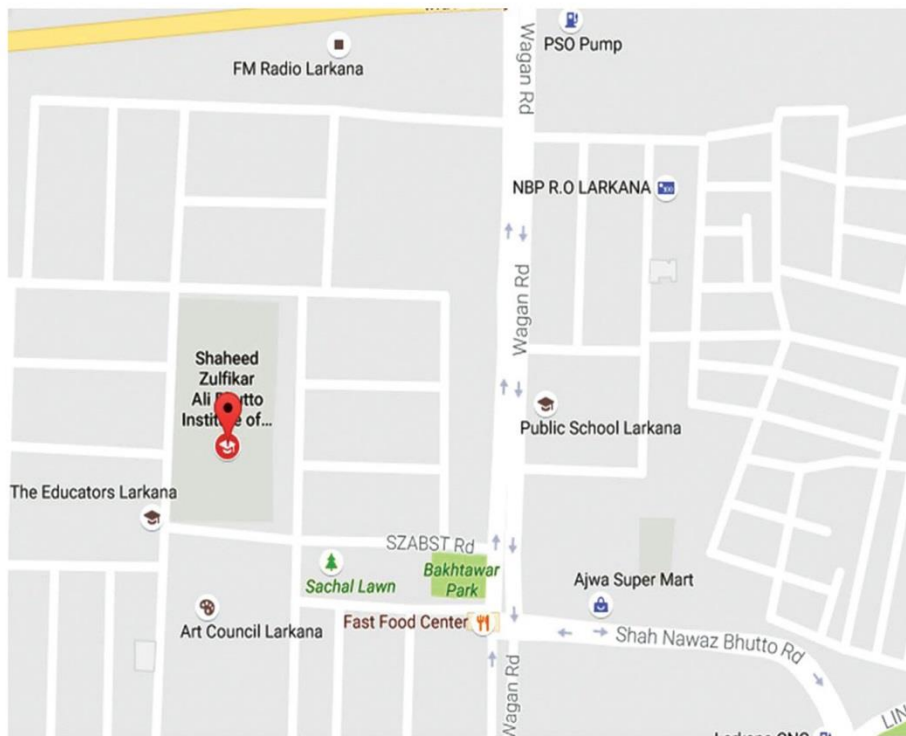
PREFACE

This edition of the Student Handbook has been compiled to communicate to you, the rules, policies and procedures governing the student body, and also to describe the services available to you as a student. For your convenience, a copy of the handbook is maintained on the SZABIST Larkana website at www.lrk.szabist.edu.pk while going through the Student Handbook 2019-20, you will be able to identify key departments, their functions and personnel who will help you throughout your association with SZABIST Larkana. In case you require any clarifications, do contact your Program Manager and Student Advisor, who have been appointed to support you;

We hope to see you have a successful educational experience at SZABIST Larkana Campus.



SZABIST CAMPUS MAP (LARKANA)



LIST OF ABBREVIATIONS & ACRONYMS

- HoC - Head of Campus
- HoD - Head of Department
- PM - Program Manager
- EDC - Executive Development Center
- HEC - Higher Education Commission
- MBA - Master of Business Administration
- BBA - Bachelor of Business Administration
- BS(A&F) - Bachelor of Science (Accounting & Finance)
- BS(CS) - Bachelor of Science (Computer Science)
- CGPA - Cumulative Grade Point Average
- GPA - Grade Point Average
- SA - Student Advisor
- SSC - SZABIST Student Council



PROGRAM MANAGEMENT & COMMUNICATION

Program Orientation

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

Program Management

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

Communication

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

Applications

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

Student Letters

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

| Department | Types of Letters |
|-------------------|---|
| EDC | Report/Project Reference; Internship reference letter; Sponsorship letters |
| Admissions | Bona-fide Student Letter; Visa Support Letter; English Language as Medium of Instruction |
| Records | Migration and Degree Completion Letters; Degree Verification and Attestation |
| Academics | Probation letter; Dismissal letter; Thesis related letters; |
| External Relation | Scholarship Letter |
| Program Manager | Student Reference Letters; Character Certificate, Appreciation letters for Guest Speakers |



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ACADEMIC GUIDELINES

| | |
|---|--|
| Rules Governing Registration and Classes | |
| Rules Governing Payment of Fees | |
| Rules Governing Attendance | |
| Rules Governing SZABIST Merit Based Scholarship | |
| Rules Governing Withdrawal from Courses | |
| Rules Governing Grading | |
| Rules Governing Examinations | |
| Rules Governing Research Project, Thesis | |
| Rules Governing Academic Integrity, Plagiarism and Similarity Index | |
| Rules Governing Transfer | |
| Rules Governing Cancellation of Provisional Admission, Probation, Dismissal & Readmission | |
| Rules Governing Degree Completion and Continuation for Higher Degrees | |
| Rules Governing Provisional Transcripts, Transcripts, and Degrees | |
| Convocation Medals and Honors List | |
| Review and Revision of Academic Policies | |



RULES GOVERNING REGISTRATION & CLASSES

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

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

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

Registration Process

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

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

Scheduling of Classes

- All class schedules are given in the student admission folder during the Induction Week or at the Orientation, and are also posted on bulletin boards and on ZabDesk. The ideal class size is limited to only 35-40 students which allows the delivery of high quality education on an interactive basis.
- Classes are scheduled for a 16-week semester (Fall and Spring). Fall semester begins on the first Monday of September, and the Spring semester on first Monday of February. The Summer Session is 8 weeks long and is not a regular semester.
- Classes scheduled for undergraduate programs are held for 3 hours a week with a 20-minute break, For Master level programs, classes are scheduled for 3 hours a week with a 20-minute break.
- Classes rescheduled/cancelled are held on a weekday or the following Sunday to make up for the lost time. Classes are cancelled only with prior announcement.



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

| | |
|---------------|--|
| Slots | 3 hour classes held once a week, per course |
| First | 9:00 am - 12:00 noon |
| Second | 12:00noon – 3:00pm |
| Third | 3:00pm – 6:00pm |

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

| Name | Designation & Email | Extension |
|---------------|--|------------------|
| Farah Mahesar | Academic Officer mahesar@lrk.szabist.edu.pk | Ext#110 |

Timings

9:00 am - 4:00 pm (Mondays-Saturdays)
2:00 pm - 3:00 pm (Fridays Namaz Break)
(Sundays Closed)



RULES GOVERNING PAYMENT OF FEES

- Current tuition fees and outstanding dues are to be paid before the semester's beginning.
- Deadline to pay the semester fees is the last working day/Friday before the commencement of semester.
- All tuition fees should be paid at UBL Bank Raza Shah Kabir Road Larkana through cash, pay order, or demand draft during banking hours. All students are required to fill a bank challan available at the Finance Office (SZABIST) and pay at bank and obtain a copy for their records.
- Fee paid after due date will entail a late payment surcharge.
- If Fee is not paid by the due date the student will not be allowed attend the classes.

| Name | Designation & Email | Extension |
|----------------|--|-----------|
| Shahid Hussain | Finance Officer shahid@lrk.szabist.edu.pk | Ext#108 |
| Irfan Ahmed | Finance Officer irfan@lrk.szabist.edu.pk | Ext #108 |

Department Email Address: finance@lrk.szabist.edu.pk

Timings

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



RULES GOVERNING ATTENDANCE

Absence Rules

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

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

Leave Rules

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

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



RULES GOVERNING WITHDRAWAL FROM COURSES

Procedure for Withdrawal from Courses (Course Withdrawal)

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

Refund Procedure for Withdrawal and Cancellation of Course Registration Admission Withdrawal and Refund Policy

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

Course Withdrawal and Refund Policy

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

| For Courses of 3 Hours per Week | Refunded Fee |
|------------------------------------|------------------------|
| Before 4th session | 50 percent |
| Before 8th session | 25 percent |
| 8th session to before 12th session | No refund |
| 12th session and onwards | Withdrawal not allowed |

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

Withdrawal from All Courses in a Semester (Semester Withdrawal)

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



RULES GOVERNING GRADING

Grading Plan

The following Letter Grade Plan is followed at SZABIST:

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

In certain cases, the following Letter Grades are assigned.

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



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

Minimum Passing Grade

Minimum passing grade in each course is as follows:

- For Undergraduate and Masters' Program courses all grades apart from 'F' are passing grades.

Compulsory Repeat Grade

- For Undergraduate & Masters' program courses, any course in which 'F' grade is earned is to be repeated compulsorily.
'F' grade in a course does not count as having met the pre-requisite for taking an advanced course, and there will be no attendance or assessment waivers the next time students take the course.
- Students with repeat grades must take the course next time when it is offered. Non-undergraduate program students may get attendance waiver in Compulsory Repeat Grade courses, except courses in which they received an 'F' grade. If a student wants to improve a 'Pass Grade,' he/she is required to take all assessments as assigned for the course, and no attendance waiver is given.
- A student repeating course(s) that is/are no longer offered will be allowed an appropriate replacement course, duly approved by the Program Manager.

Required Maintenance CGPA

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



RULES GOVERNING EXAMINATIONS

Examination Policy

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

General Marks Distribution

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

| | |
|--------------------------------------|---------|
| Tests optional | 20 % |
| Midterm Examination | 30 % |
| Assignments | 5-10 % |
| Quizzes | 5-10 % |
| Term Paper, Project and Presentation | 10-15 % |
| Final Examination | 35-40 % |

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



Admit Card

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

Procedure to obtain admit card.

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

Duplicate admit card.

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

Late admit card verification fee.

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



Code of Conduct during Examination

- To maintain the integrity of the examination process, exams can only be taken with the verified admit card as well as a valid SZABIST student ID card.
- To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room/hall 30 minutes after the start of exam.
- Students are not allowed to bring mobile phones, bags and books in the examination hall, otherwise an 'F' grade may be awarded.
- Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty.
- Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
- Examinees should sit in the rows allocated for the particular paper. Examination Controller/invigilator may re-locate the students if he/she deems fit.
- Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Exam and after one hour in case of the Final Exam.
- Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so will be awarded an 'F' grade in the course by the examiner.
- A few examples of such behaviors are:
 - Any written or oral communication among students during an exam.
 - Providing information about the content of an examination.
 - A student's use of a substitute or surrogate to take an examination.
 - Indulging in unruly behavior in the examination hall.
- The decision of the invigilating staff regarding the conduct of the examination and the behavior of the students will be final and binding. Any argument by the student will be liable for disciplinary action by the Disciplinary Committee.
- Once the exam time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his/her hand. Any student found not obeying instructions will have 5 marks deducted from his/her paper.
- Students will be shown all Midterm Examination answer sheets in the following class/week by the faculty to review their performance for future guidance.
- *Admit card is required for final exams only
- Final Examination copies will not be shown to the students however student can request for re-checking or re-counting of his / her final exam copy for which the procedure is mentioned below in the section titled scrutiny of final exam papers.
- Marks obtained by the students in quizzes, assignments, term papers, projects, and tests are viewable to students and their parents online through ZabDesk.
- Examination results will be deemed final. However, the Academic Heads Committee or the President's Office reserves the right to review the results viewed as uncharacteristic as determined by the Program Manager.
- At the end of every semester, grades awarded for all examinations are posted on ZabDesk as 'Tentative Results.'



Scrutiny of Final Exam Papers

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

Examination Retake (Deferral)

- Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper); re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST. An exam retake, subject to permission of the relevant Program Manager, and HoD is only possible in the following cases, with required documentation:
 - Absence due to serious illness/accident/hospitalization: Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter.
 - Death in immediate family: Death certificate/obituary note is required.
 - Job-related travel: Company letter/travelling documents are required. (Applicable only for MBA evening Programs only)
 - Hajj: Copy of passport and ticket is required.
- **Examination retake fee** of Rs. 5000/= will be charged for any examination that is arranged separately. However if a student is assigned to take exam with another section of the same course with same faculty, no retake fee will be charged but in such case it is obligatory for the student to present to the invigilator a hard copy of the approval given by the relevant Program Manager.



Change of Grade

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

| Name | Designation & Email | Extension |
|------------|--|-----------|
| Rifat Abro | Examinations Officer rifatbano@lrk.szabist.edu.pk | Ext# 104 |

Timings

9:00 am - 4:00 pm (Mondays-Saturdays)

Sundays Closed (open in case of scheduled examination)



RULES GOVERNING RESEARCH PROJECT AND THESIS

Registration

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

Supervisor Selection

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

Submissions

- All submissions are to be made on the schedule announced, according to the submission requirements provided by relevant Program Manager/ Head of Department and shared through notice boards and/or e-groups.
- Final report(s) in the approved format is to be submitted in both soft and hardcopies, with copy of plagiarism report. Please see section on **Rules Governing Academic Integrity, Plagiarism and Similarity Index**.

Presentation and Defense

- Submission of the Research Project / Thesis is followed by a presentation in a duly scheduled.

Additional Requirements and Communication

- Additional program-based requirements may be applicable, for example research proposal defense, mid-semester review and meeting record report, in certain programs. All such guidelines are communicated by relevant Program Manager/ Head of Department through notice boards and/or e-groups.



RULES GOVERNING ACADEMIC INTEGRITY, PLAGIARISM AND SIMILARITY INDEX

Academic Integrity

SZABIST has a very strong culture of academic integrity. The following is termed as Academic Dishonesty:

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

Plagiarism

SZABIST has a very strong culture of academic integrity, and zero tolerance for plagiarism is an integral part of this policy. Any student who commits plagiarism will be awarded an 'F' grade in the course; some illustrative examples of plagiarism are:

- The appropriation and paraphrasing of an idea, argument, information, maps, charts tables, images, song lyrics, data sets, computer course code, mathematical formulations, movies, or new-media compositions from a published source, without adequate citation.
- Direct quotation from the published sources that are not fully and explicitly cited and acknowledged.
- For more information, please visit:
<https://zabdesk.szabist.edu.pk/document/Plagiarism%20Rules.pdf>
and www.plagiarism.org.

Similarity Index

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



RULES GOVERNING TRANSFER

Transfer between SZABIST Campuses

- Transfer is allowed between SZABIST campuses subject to the following conditions:
 - (a) Availability of seats at transferring campus
 - (b) Meeting the eligibility-criteria of admission in the given program at transferring campus.
 - (c) At the time of transfer, student must not be on probation/dismissal list.
 - (d) 25% of the program must have been completed at the campus where the admission was granted, however, this limit can only be waived under very special circumstances, with the approval of the President/Vice President (Academics).
 - (e) Clearance of all past dues
 - (f) Payment of transfer fee (to the transferring campus)
 - (g) Degree shall be awarded by the campus where the student has completed 50% or more credits.
 - (h) If a student has completed 50% credits at the original campus and 50% at the transferring campus, the degree will be awarded by the campus where the student was admitted.
- SZABIST Campus transferring students are requested to note that:
 - Transfer of pass grades of courses from one campus to another will be as per policy, through the Course Transfer Form, available at the Reception Desk in consultation with the relevant Program Manager and submit with required documentation at the Admissions Office.
 - New admissions on merit list at Larkana Campus, may seek transfer to other campuses, providing they fulfill the merit criteria of that campus. Their admission fee will be adjusted accordingly.

Transfer between Programs within SZABIST

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



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

Transfer from Other HEC-Recognized Degree Awarding Institutions/Universities

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

| Name | Designation & Email | Extension |
|--------------------------------|---|-----------|
| Sikandar Hussain Baloch | Admission Officer sikandarhussain@lrk.szabist.edu.pk | Ext # 139 |

Department Email Address: admissions@lrk.szabist.edu.pk

Timings

9:00 am - 4:00 pm (Monday-Saturday)
(Sunday Closed)



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

Cancellation of Provisional Admission

- A provisionally admitted student who fails to meet applicable admission eligibility criteria (as per Prospectus 2019) and fails to submit educational documents showcasing he/she has met the applicable admission eligibility criteria, including mark sheets and certificates by completion of first semester (i.e. ZabDesk closing of first semester), the provisional admission of the student shall be deemed cancelled / terminated, and the student's ZabDesk shall be blocked.

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

- (a) Such students shall be issued "Provisional Transcript" of Fall semester.
 - (b) They will be re-admitted in Spring semester with "New Registration" number".
 - (c) No course of Fall semester shall be transferred to Spring semester.
 - (d) Application fee & Admission fee shall not be charged. Moreover, no admission test will be taken.
 - (e) Student will have to submit the result of supplementary exam (for which they appeared during the Fall semester) as soon as these are available.
 - (f) In case of not clearing the supplementary exam, the admission will be canceled immediately, and no refund of fee will be given.
- A provisionally admitted student who fails to submit all required educational documents showcasing he/she has met the admission eligibility criteria (as per Prospectus 2019), including A-Levels/High School Diploma/IB Diploma equivalency by Inter Board Committee of Chairmen, IBCC (for undergraduate admissions)/last degree verification from Higher Education Commission (Pakistan), HEC (for Masters, MS & PhD Program) at completion of second semester i.e. after closing of ZabDesk, shall not be allowed to register for third semester and the student's provisional admission shall be cancelled/terminated.

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



Dismissal

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

1. *Dismissal on Academics Through Probation*

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

- Summer semesters are not counted for probations/dismissals, as they are remedial semesters.

2. *Degree Time-Barring Dismissal*

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

3. *Dismissal Due to Academic Dishonesty*

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

4. *Dismissal on Disciplinary Grounds*

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

Re-admission

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



Readmission after Dismissal

Cancellation of Provisional Admission or Dismissal on Time Barring of Degree

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

Dismissal on Academics through Probations

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

Dismissal Due to Academic Dishonesty/Dismissal on Disciplinary Grounds

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

Readmission after Self Withdrawal

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



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

Provisional Transcript

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

Final Transcript and Pass Certificate

- Final Transcript and Pass Certificate is issued only after completion of all degree requirements and submitting "Clearance Form" and "Degree Claim Form" (available at the Reception Desk & SZABIST website), with required documentation at Records Department as per announced schedule.
- SZABIST will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the time of submitting the "Clearance Form" and "Degree Claim Form".
- Student's Name and Father's Name should be correctly written and spelt in English on educational and legal documents submitted.

Degree

- Degrees are issued after the Convocation has been held.

Degree Completion

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

Time Duration

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



Required CGPA at Degree Completion

- Required minimum CGPA for degree completion is as under:
 - Undergraduate Programs: CGPA of 2.00
 - Masters Programs: CGPA of 2.50

Degree Completion Requirements

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

Extra Courses and Course Improvements

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

Majors/Specialization

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

Revised/Duplicate Documents

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



Continuation for Higher Degrees

- SZABIST students completing their Bachelors Degree with 2.5 CGPA or above and desiring to further continue their studies for a Masters Program, can continue further education without a new admission test.
- Students with less than 2.5 CGPA will have to appear in admission test and interview in Fall semester. Those who complete their undergraduate degrees in Fall with CGPA less than 2.5 CGPA and want to continue their Masters' degrees from Spring, shall have to wait upto Fall, when they will appear in test/interview.
- It is mandatory for students to submit the "Clearance Form" and "Degree Claim Form" at Records Department "Before" applying for Program Continuation to Higher Degree.
- Students have to fill out the "Program Continuation Form" and submit it to the Admissions Office.
- Completion of pre-requisites is a necessary condition to advance to higher degree programs. A student will NOT be allowed to continue on, for Master/MS/PhD Programs without completing all degree requirements within maximum degree completion time as applicable for the degree for which the student was enrolled, and applying for final transcript.
- Submission of updated documentation will be required and a new registration number will be allocated at the time of registration for the new degree.
- No extra courses can be transferred to a higher degree, at/from any campus.
- Students cannot begin or register for an advance degree's courses during Summer Semester as a Certificate student.

| Name | Designation & Email | Extension |
|---------------|---|-----------|
| Farah Mahesar | Records Officer mahesar@lrk.szabist.edu.pk | Ext # 110 |

Department Email Address: records@lrk.szabist.edu.pk

Timings

9:00 am - 4:00 pm (Monday-Saturday)



RULES GOVERNING CONVOCATION MEDALS & HONORS LIST

Convocation

- Degrees are awarded to all applicants who have completed all the degree requirements and are deemed qualifying for a degree, after a formal Convocation every year.
- To become eligible for the Convocation, students who have completed all degree requirements must fill and submit the 'Degree Claim Form' at the Records Department, after official closing of each semester (Fall, Spring & Summer) and within the specific time-period as announced by the Records Department.
- Names of such students will be placed in the Convocation Booklet under "Degrees Conferred at Convocation".
- Students who submit the 'Degree Claim Form' after final dead-line will have to pay late penalty fee and their names will be placed under "Degrees in Absentia". Such students will not be allowed to attend the convocation.

Academic Gold Medal

Eligibility Criteria:

A student with the highest CGPA in the program, with a minimum CGPA of 3.20 along with meeting the following conditions is eligible to receive the Academic Gold Medal:

- That he/she must have taken full course load, as offered through ZABDESK
- That required number of credits and courses must have been completed without taking the extra course
- That the student must have completed the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/registering in the first semester post-admission)
- Certificate and transfer students are not eligible



Academic Gold Medal Policy:

- (1) Class size of minimum 15 graduating students is considered for Academic Gold Medals in Masters Program, however, this condition is not applied to any Undergraduate Program.
- (2) If any student with the highest CGPA in the class does not meet the required conditions mentioned at (a) to (d), then the student next in the line is considered.
- (3) If a student in any program is qualifying for Gold and Silver Medals simultaneously, then only Gold Medal shall be awarded.
- (4) In case of more than one student meeting the criteria, the Academic Gold Medal is awarded to all such students.

Academic Silver Medal (Highest CGPA Achievers)**Eligibility Criteria:**

A student who has obtained the Highest CGPA in the graduating program will be entitled for Academic Silver Medal, subject to only one condition that he/she must have completed the degree requirements with his/her own batch (i.e. carrying the registration number of the batch admitted into and starting/ registering in the first semester post-admission).

Academic Silver Medal Policy:

- (1) If a student with the highest CGPA in the program does not meet the above condition, then the student next in the line is considered for the same award.
- (2) In case of more than one student meeting the criteria, the Academic Silver Medal is awarded to all such students.

Chancellor's Honor List:**Eligibility Criteria:**

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



REVIEW AND REVISION OF ACADEMIC POLICIES

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



STUDENT FACILITATION

Rules Governing Library

Rules Governing Computer Labs

Rules Governing Financial Assistance

Rules Governing Executive Development Center

Rules Governing Student Activities and Associations

Rules Governing Student Code of Conduct

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



RULES GOVERNING LIBRARY

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

- A student can borrow two books simultaneously for a period of three days.
- Students also have the facility of reserving non-reference books in advance by requesting the Library Desk via <http://192.168.0.205>. E-library of szabist campus larkana <http://192.168.0.210>. To ensure maximum availability of books, a book can be reserved for three days only and is not renewable.
- Reference books, periodicals, magazines, and newspapers can be consulted in the library premises.
- SZABIST has access to HEC digital library. Students can access all the databases in the library within SZABIST's premises using <http://www.digitallibrary.edu.pk/szabist-khi.html>
- To ensure that students, at large, continue to benefit effectively from the Library, it is important that The Library is able to maintain an adequate stock of books in good condition. Students are not allowed to mark or highlight the text, overwrite on the Library books. Upon return, books are inspected, and if a book is damaged or lost, penalty will be charged.
- In case of damage, full price of the book will be charged.
- In case of a loss, 200 percent of the price of the book will be charged.
- To ensure a quiet and peaceful study and reading environment in the Library, students are to hold discussions and group studies in discussion room at and class rooms, not in the Library.
- Librarian has the final authority to cancel/suspend Library privileges of those students who fail to respect the right of other students to use the Library in a quiet and peaceful manner. The suspended students will have to surrender their Library card and will not be allowed to enter Library premises for two weeks.
- To instill a sense of accountability, the name of the suspended student will be displayed on the notice board.

In case of late book return, Rs. 50/day will be charged.



SZABIST Library Larkana Campus

| Name | Designation & Email | Location and Extension |
|----------------------|--|------------------------|
| Majid Hussain Narejo | Librarian majidhussain@lrk.szabist.edu.pk | Ext#115 |
| Zuhaib Ali | Librarian zuhaib.ali@lrk.szabist.edu.pk | Ext#115 |

Timings

9:00 am - 6:00 pm (Monday-Saturday)
(Sunday Closed)



RULES GOVERNING COMPUTER LABS

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

Lab Availability

- Computer Labs are open to all students for computing and printing facilities from 9:00 am to 6:00 pm from Monday to Saturday.
- To avoid disruptions, students are not allowed to enter the labs while classes are in progress.
- Scanning and Printing facility is available on a first-come, first-served basis. To ensure proper closure of the lab, material for printing will not be accepted half an hour before closing time.
- Also, to ensure the integrity of the network, students are not allowed to install their own software programs on SZABIST computers. Should additional software be required to undertake a course-related assignment, please seek the written approval of the concerned faculty and contact the Manager Systems well in advance to make arrangements for loading the software only on specific workstations?
- To handle sudden and abrupt power interruptions, a ten minutes power backup is available for all computers. All users are advised to regularly save their work.
Students are also strongly encouraged to maintain a backup of their data, as the Labs staff will not be responsible for any loss of data.
- Students can store their data temporarily in Z drive, as Z drive could be damaged or lost at any time, so the data will be lost. Hence. Students are advised to save and store their data in a flash drive or in email; however, lab staff will not be responsible.

Conduct in the Lab

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

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



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

Login Account Policy

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

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

Workstation Usage Policy

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

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



IT Help

| Name | Designation & Email | Location and | Extension |
|-----------------|--|--------------|-----------|
| M. Waqas Khalil | Network Administrator waqas@lrk.szabist.edu.pk | | Ext#119 |
| Siraj Ahmed | Computer Lab Engineer sirajahmed@lrk.szabist.edu.pk | | Ext#116 |
| Ishtiaque Ali | Computer Lab Assistant ihstiaque@lrk.szabist.edu.pk | | Ext#116 |
| Abdul Rasool | Computer Lab Asst: a.rasool@lrk.szabist.edu.pk | | Ext#116 |

Timings:

09:00 am - 06:00 pm (Monday-Saturday)

2:00 pm - 3:00 pm (Friday prayer time)

(Sunday Off)



Network Operation Centre (IT Help)/ Wi-Fi Technology

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

| Name | Designation & Email | Location and | Extension |
|-----------------|---|--------------|-----------|
| M. Waqas Khalil | Network Administrator waqas@lrk.szabist.edu.pk | | Ext#119 |

Timings:

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

2:00 pm - 3:00 pm (**Friday Prayer Time**) (Sunday Off)



RULES GOVERNING FINANCIAL ASSISTANCE

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

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

SZABIST-Funded Scholarships

- SZABIST funded Scholarships are available for all programs except external programs.

SZABIST Need-Based Scholarships

- SZABIST Need-Based Scholarships are offered at the time of admission each semester. Selection is based on:
 - Need and merit as determined by SZABIST, and assessment through a panel interview.
- Application form of SZABIST Need-Based Scholarship is available on
- Irk.szabist.edu.pk
For renewal of scholarship in second semester, a minimum CGPA of 2.5 is required.



RULES GOVERNING SZABIST MERIT-BASED SCHOLARSHIPS

SZABIST Merit-Based Scholarships

- SZABIST Merit-Based Scholarship will be awarded from Second semester onward, and is renewable for each semester depending on student's performance.
- The total amount of scholarship per program per class/section is equal to 50% tuition fee of the next semester. For example, if a student is found eligible for scholarship in Fall Semester, he/she will be awarded 50% fee waiver for the following spring semester.
- Student with the highest semester GPA is eligible for 50% Merit-Based scholarship, in the subsequent semester provided the candidate has:
 - Obtained a minimum semester GPA of 3.70 for all programs.
 - Taken full load of courses with assigned section during regular semesters, i.e. fall and spring, both for calculation of Semester GPA and availing the scholarship.
 - Students with extra and repeat courses are not eligible for the Scholarship. Students enrolled in programs with more than 10% subsidy are not eligible.
 - Transfer/Open students are not eligible for the Scholarship.
 - External Programs, EMBA, MS and PhD students cannot avail this scholarship.
 - If there is more than one student with the same GPA in a semester, then the scholarship amount will be awarded on the basis of percentage of marks.
 - Upon maintaining the same status, the scholarship may be extended for the next semester, provided the criteria are met for that semester.
 - In case of other claimant (if any) with higher Semester GPA, respective scholarship will be withdrawn and the amount will be adjusted.
 - The above scholarship guidelines are subject to change at any time and for any semester as approved by Academic Heads, and will be applicable to all new and continuing students.
 - The scholarship program can be withdrawn at any time as approved by the Academic Council.

For more information, please contact the Academics Department.



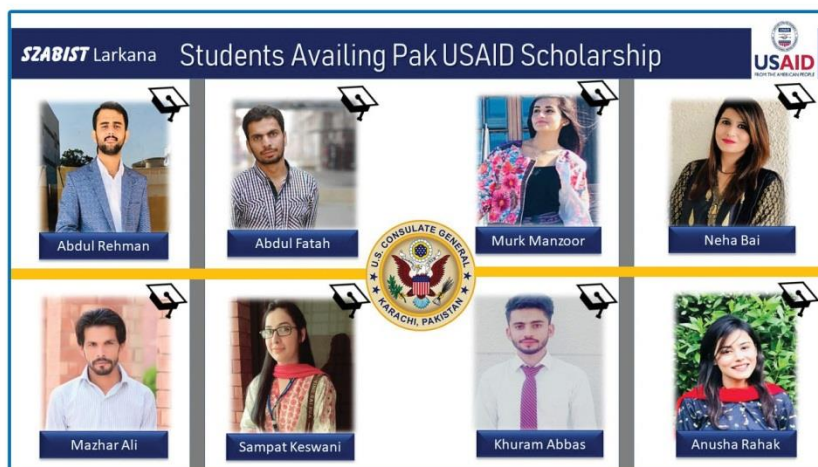
External Donor Agencies-Funded Scholarships

- SZABIST also awards scholarships in collaboration with external donor agencies, such as:
 - United States Agency for International Development (USAID)
 - Sindh Endowment Fund
 - Balochistan Endowment Fund
 - Ihsan Trust's Qarz-e-Hasna (Interest-Free Loan) Facility
 - Ayesha Abdul Fatah Memon Sholarships
 - United Memon Jamaat of Pakistan Scholarships
 - SANA FAME Scholarship
 - Scholarship for children of Shaheed Sindh Police
 - Various community/district-based scholarships
- For more information contact the External Relations and Financial Assistance (ERFA) Department.

| Contact Person: | Email | Extension |
|-----------------|-------------------------|-----------|
| ERFA Officer | erfa@lrk.szabist.edu.pk | Ext # 131 |

Timings

09:00 am – 4:00 pm (Monday-Saturday)
(Sunday Closed)



RULES GOVERNING EXECUTIVE DEVELOPMENT CENTER

- SZABIST Executive Development Center (EDC) serves as a liaison between job seeking SZABIST graduate sand organizations, through relationship building and networking with the most coveted companies in Pakistan. It facilitates students in the completion of their degree requirements, personal development, and job placements. It also keeps in touch with the alumni for profile updates, relationship building, and mentoring.
- In order to receive updated information of jobs and internships placements, students are require to:
 - Join EDC 'Google' e-group by sending an email to the department staff members.
 - <http://lrk.szabist.edu.pk/news.js/>
 - Follow announcements on notice boards on campus.

Student Development and Counseling Workshops

- EDC arranges an annual 'Corporate Finesse Workshop' comprising of training sessions to acquaint students with the realities of the corporate world, enabling them to make a career congruent with their natural inclinations, aptitudes and interests, and identify several skills and important work-related values that are requiredonthejob. The workshop also coaches students on how to target appropriate jobs and employers.
- EDC also arranges interview simulations for graduating students, in collaboration with alumni and corporate sector, to assess and provide feedback for improvement. Relevant students are required to register as per schedule announced by EDC.

Internship Placements

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

Job Placements

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



Career Fair

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

Graduate Directory

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

Alumni placement

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

Alumni Relations

- EDC endeavors to keep in touch with the SZABIST Alumni and update their contact details and current employment status. To strengthen the bond with their alma mater, the alumni are invited as guest speakers, motivational speakers, mentors and EDC is also planning to take initiative to online video sessions in order to indulge alumni who are working/living overseas.
- EDC hosts an annual reunion dinner for the alumni to provide them with an opportune for networking.

| Name | Designation & Email | Extension |
|---------------|--|-----------|
| Rabail Bhutto | Executive Development Officer rabail@lrk.szabist.edu.pk | Ext#110 |

Timings:

09:00 am - 4:00 pm (Monday - Saturday)



RULES GOVERNING STUDENT ACTIVITIES & ASSOCIATIONS

Student Activities

- SZABIST Management believes that to inculcate self-confidence, initiative, and entrepreneurial talent, which will serve SZABIST students well in their professional careers; it is important that students be given an opportunity to polish and develop these skills during the program. As a result, students are strongly encouraged to join, participate, and assume leadership roles in various student associations and societies, and also arrange regular campus student projects on Advertising, Retail Management, Services Marketing, Media Management, Event Management, Marketing Management, Corporate Social Responsibility and Community Development.
- All student activities are to be published in social sites (Facebook and Official Website), reported in SZABIST annual report and students' handbook which is regularly published jointly by faculty and staff. For more details, contact the Marketing Department, SZABIST.
- Student activities and events are encouraged to publish in magazines and newspapers. All student/class projects require approval from Program Manager/Head of Department.



SZABIST Students Council (SSC) Larkana

- The SZABIST Student Council (SSC)-Larkana Chapter since its inception in 2015 has been a body of hardworking, ambitious and talented individuals who are elected under the supervision of the Election Commission of SZABIST Larkana with members of its work force to form the student body at the Institute. Since its beginning, the philosophy of the student council has been one in congruence with the values espoused in the ideology of SZABIST, those of leadership, art & creativity and tolerance and scientific thought art & creativity and tolerance and scientific thought along with serving along the community through social work.
- Trained to stand by the principles of labour, knowledge and integrity, the SSC membership cutting across all degree programs of the institute aims at helping to explore the talents of all students whilst also playing an intermediary role between the administration/management and student body at large, working towards adding value to student life at SZABIST.
- At SZABIST, students are offered a range of activities under the pillars of Leadership, Sports, Community Services, Art and Culture and Technical and the institute is fortunate to have a diverse student body one that boasts a proud history of achievements in the realms of public speaking, sports, entrepreneurship, music and theatre.
- All student societies are placed under the above mentioned thematic pillars, formed as per a prescribed procedure and work under the aegis of the SZABIST Student Council to conduct a wide range of activities to do with sports, entrepreneurship, performing arts like theatre and music, photography, culture, literature, public speaking, science and technology, engineering and computing, model United Nations, social welfare, leadership workshops and field trips. SSC also hosts entertainment events and guides fellow students in addressing issues related to their campus life acting as a forum that becomes the voice of the student body of the Institute. Furthermore, SSC has its chapters in



Other campuses of SZABIST namely, SSC-Hyderabad Chapter, SSC- Islamabad Chapter and SSC-Dubai Chapter under the supervision of parent body SZABIST Karachi.

- The SSC and all its student societies fall under the purview of and are registered with, the Office of Student Advisory once they are formed. To ensure that democratic norms are adhered to, every year proper elections are held for the various offices of these student societies under the supervision of Student Council/Student Advisor/SZABIST Election Commission.
- The Following are the elected members of SSC-Larkana Campus 2019-20,

Executive Body

| Name | Designations |
|---------------|-------------------|
| Adnan Pathan | President |
| Farhan Shaikh | Vice President |
| Sooraj Kumar | General Secretary |

Governing Body

| Name | Designations |
|-------------------|-----------------------------|
| Rida-e-Zehra | BBA Program Representative |
| Jahanzeb Saleem | BSAF Program Representative |
| Manish Kumar | BSCS Program Representative |
| Abdul Ahad Surhio | MBA Program Representative |

Currently functional societies under SSC

| Name |
|---|
| SSS- SZABIST Sports Society |
| EACD- Entertainment, Art, Culture and Drama |
| BR&DD- Book Reading , Debate and Declamation |
| SELS- SZABIST Entrepreneurial & Leadership Society |
| CSR- Corporate Social Responsibility |
| IEEE- Institute of Electrical and Electronic Engineer |
| M&M- Marketing and Media |
| ZEF- SZABIST Finance & Economics |



RULES GOVERNING STUDENT CODE OF CONDUCT

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

General Guidelines

- For the sake of students' safety, campus premises are to be vacated by 7:00 pm. All students are responsible for their personal belongings. The SZABIST administration is not responsible for any loss or damage incurred.
- Students' vehicle parking is at their own risk. Please note that SZABIST does not take any responsibility for the security of your vehicle, or the contents therein.

Behavior

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

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



Dress Code

- Students are expected to be well groomed and well-dressed in decent clothes; shorts and Bermuda are not allowed.
- Acceptable footwear excludes flip-flops and slippers (chappals).
- Monday and Tuesday will be observed as formal day.

Environmental Protection

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

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

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

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

Grievance Management

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

Feedback Related to Program

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



Conflict Resolution

- In case of a conflict, students, faculty or staff have the following options for respite:

1. Verbal complaint to the Program Manager, in which case the Program Manager is to call both parties and arbitrate for an amicable solution.
2. Written complaint to the Program Manager, in which case the Program Manager is to investigate and provide resolution, with input from Head of Department and is to ensure filing of relevant communication.
3. Written complaint to the Head of Department which is to be dealt with as deemed appropriate.
4. Complaint filed on the "Student Disciplinary Committee Record" form, available at both Receptions, which is to be submitted to the Student Advisor or relevant Program Manager who will call for the formulation of the Disciplinary Committee for Disciplinary Review. The composition of a typical Disciplinary Committee is as follows:

- Chairperson
- Student Advisor
- Relevant Program Manager
- Representative from Administration/HR/Finance/Security

Counseling:

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

Referral

A student of SZABIST may be referred to the Counselor by

- Faculty/Staff through the concerned Program Manager, PM/HoD, Student Disciplinary Committee (SDC) or Anti- Harassment Committee (AHC) with information. Any
- student of SZABIST may directly approach the Counselor by filling out the internal referral form available at the reception desks.



ANTI-HARASSMENT POLICY

Purpose:

The committee under Protection against Sexual Harassment of Women at the Workplace Act, 2010 has been formed for dealing with all cases of harassment against women at SZ-ABIST. The term 'Women' for the purpose of this committee refers to Female Students, Faculty and Staff/ Employees of SZABIST.

Committee Members:

- Chairperson
- HR Officer SZABIST Larkana
- Student Affairs Adviser SZABIST Larkana

The following may also be consulted:

- Relevant Program Manager/ Head of Department (by invitation subject to the matter/-case at hand)
- Legal Representative

Guidelines:

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



OTHER FACILITIES: STUDY ROOMS, SPORTS' GROUND, HOSTELS, PHOTOCOPY SHOP & CAFETERIA

Study Rooms and Sports' Ground

Furnished study rooms in SZABIST Larkana Campus is open to students from 9:00 am – 06:00 pm for group study.

A Sports' Ground for girls & Boys, indoor games (badminton, table tennis, chess, etc.) outdoor games (cricket, volley ball, basket ball, etc.) is also open for students for the same duration as above.

Photocopy Shop

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

Timings of Photocopier

8:30 am - 7:30 pm (Mondays - Saturdays)

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

Cafeteria

SZABIST offers spacious indoor Cafeteria in campus, where full meals, snacks, and refreshments are available.

Timings of Cafeteria

7:00 am - 10:00 pm (Mondays - Sunday)

Hostels

The SZABIST University Larkana is one of the leading educational institutions working in Sindh, Pakistan that endeavours to provide a clean and safe living environment for outstation students who take up accommodation in the hostels, managed by the University.

There are two hostel blocks, both of these are adjacent to the campus building that is looked after by the staff. The boarding system of the campus imparts high-quality standard living with the provision of the wide-open and fully furnished rooms. The hostel rooms are designed to ensure each student has his/her own space, to ensure privacy while at the same time, encourage teamwork and networking.

Boarders are expected to live within the realm of the Student Code of Conduct and abide by these hostel rules. Failure to abide by these rules will be considered "unprofessional conduct" and will result in appropriate disciplinary action.

*For further information regarding the facilities offered and rules and regulations, please refer to the Hostel Handbook.



ANNEXURE-A

List of Forms

All Forms are available at the Reception Desk of SZABIST Larkana Campus.

Auditorium Usage Request Form
 Campus Transfer Form
 Certificate Student Form
 Comprehensive Exam Registration Form
 Corporate Internee Evaluation Form
 Course Transfer Request Form
 Declaration
 Degree Completion Form
 Duplicate Transcript/Degree Form
 External Program Clearance Request Form
 Final Transcript and Degree Clearance Form
 Guest Speaker Facilitation Form
 Intercampus Program Continuation Form
 Internship Waiver Form
 Thesis / Research Form
 Letter Grade/Migration Letter Request Form
 Letter Request Form
 MBA Research Project/Thesis Form
 Program Continuation Form
 Project Proposal Form
 Reference Letter Request Form
 Scrutiny Form
 Security Deposit Refund Transfer Form
 Seminar Facilitation Form (Auditorium)
 Special Exam Request Form
 Special Facilities Request Form
 Special Lab Facilities Request Form
 Student Disciplinary Committee Record Form
 Student Internship Evaluation Form
 Student Vehicle Sticker Issuance Form
 Study Room Booking Form
 Survey of Graduating Student Form
 Thesis Continuing Registration Form
 Thesis First Registration Form
 Transfer Course Form
 Undertaking for Completion of Degree for time barred students



ANNEXURE-B

List of Registration Charges, Fines, and Penalties

| Registration Charges/Fines/Penalties | Amount (Rs)* |
|---|--|
| Absence in Forums/Video conferencing/Thesis Advisor Meetings | 1,500 |
| Cheque return charges | 1,000 |
| Provisional Transcript | 1,000 |
| Duplicate admit card fee | Rs. 1000/- per duplicate |
| Duplicate degree | 11,000 |
| Duplicate degree (urgent) | 12,000 |
| Duplicate final transcript | 3,000 |
| Revised Final Transcript and Degree | 12,500 |
| Degree and Convocation Fee* | 16,000 |
| Exam Re-take Fee | 5000 |
| Laser Black Printing per page | 5 |
| Laser Color Printing with graphics per page | 20 |
| Laser Color Printing without graphics per page | 15 |
| Late book return (per day) | 50 |
| Late fee | 5% till end of 2 nd week 5% + 1000 3 rd week to 8 th week 5% + 2000 9 th week onward |
| Late registration | 1,500 |
| Late arrivals at Forums/Video conferencing | 500 |
| Loss of book | 200% of price |
| Media age Penalty | Depending upon the equipment |
| National Research Conference registration for students | 1,000 |
| National Research Conference registration for Non-SZABIST students | 2,500 |
| National Research Conference registration for faculty and professionals | 5,000 |
| Inter-campus Off-line examination fee | 2,500 |
| Inter-campus On-line examination fee | 5,000 |
| Re-counting fee of Final exam paper | 1000 per paper |
| Scrutiny fee of Final exam paper (for full scrutiny per paper) | 5000 |
| Smoking in Non-Smoking areas of Campus | 1000 |
| Transfer from other SZABIST Campus | 30,000 |
| Tampering with computer | 1,000 |
| Writing on desk and walls, etc. | 500 |



SZABIST

Discover
Yourself

Larkana Campus

Sachal Colony, Larkana, Sindh, Pakistan
Phone : (92-74) 4752890-3 Fax: (92-74) 4752894
Email: info@lrk.szabist.edu.pk

SZABIST Karachi Campus

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

Islamabad Campus

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

Hyderabad Campus

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

Dubai Campus

6th Floor, Block-10, Dubai International Academic City, Dubai, U.A.E
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