



**COMMECS**  
Institute of Business and Emerging Sciences  
(CIBES)

**STUDENTS HANDBOOK**

## **PREFACE**

This Handbook gives an introduction to the support facilities, procedures and codes of conduct relating to students pursuing studies at the COMMECS Institute of Business and Emerging Sciences(CIBES), Karachi. It will serve as a guide to how Students can best become involved, and take advantage of, the opportunities available to them at CIBES. The information and instructions contained in this document are periodically updated and therefore subject to change from time to time as deemed necessary and appropriate by the CIBES, in order to meet the requirements of its strategic agenda. The procedures and instructions contained in this document apply to all students.

Students are encouraged to take responsibility for their own learning, to become active participants and leaders, and to apply their knowledge in real world context. The CIBES programs are designed to provide world-class professional managers and entrepreneurs for businesses and industries in Pakistan and abroad.

The CIBES system is wholly based on seven values which are individually defined below.

For suggestions or clarifications on the contents of this Handbook, please contact the Deans office, CIBES.

## **OUR CORE VALUES**

### **TRUTH**

Being truthful involves speaking and acting consistently in accordance with the highest ethical values. When working in a team, truth requires you to be reliable.

### **DISCIPLINE**

You should have the will to work according to rules, with precision and honesty. Discipline involves self-control and self-regulation that builds character and should be an integral core value of a CIBES student.

### **INTEGRITY**

Possessing integrity goes hand in hand with being reliable. Integrity is crucial to the reputation of any institution. Students are required to maintain honesty in the acquisition and sharing of knowledge throughout their academic life at the CIBES.

### **TOLERANCE**

The capacity to acknowledge, understand and tolerate ideas and opinions different from your own means that you should be able to treat people from different backgrounds and schools of thought equitably.

### **CREATIVITY**

The ability to be innovative is an asset for any individual. As a student of the CIBES, you are at par with others having skills either equal to you or better than yours. Therefore, you need to enable the generation of new thoughts, ideas and means of attaining your goals.

### **MERIT**

Students are admitted to the CIBES strictly on the basis of merit. Success will be yours as you surpass yourself time and again by working in accordance with this principle.

### **HUMILITY**

Being courteous, respectful of others and recognizing that no matter how good you are, there is always someone out there who is better than you.

### **TEAM WORK**

Being able to work with others in the group and extend whole hearted cooperation for the achievement of goals assigned to the group as a whole.

LEARNING ENVIRONMENT

GENERAL

The CIBES seeks to provide a challenging and stimulating environment in which students can realize their individual and group potential in a setting which strives for provision of quality education, based on high professional and ethical standards. Students are therefore urged to contribute fully to the continuing evaluation of the CIBES's courses and services in order to promote its character as a dynamic and progressive Institute.

COMMITMENT AND EXPECTATION

In this context, the Institute commits itself to provide for its students:

- An equitable and supportive environment for all students.
- Learning resources (library services, study areas, computer assisted learning, audio-visual resources, computer laboratory facilities, etc.) appropriate to the courses offered. Students can expect to receive a higher standard of teaching and research supervision in line with the CIBES's quality policy and mission and opportunities for employment and university placement;
- It is expected that all students of the Institute will reciprocate by a fair and efficient feedback procedure.
- Complying with the Institute's published expectations and professional Code of Conduct relating to conduct, academics and other matters.
- Displaying responsible attitudes towards staff, fellow students and visitors of the Institute.
- Treating the Institute's property with respect, in a manner consistent with the Institute's policy.
- Taking part in any learning or teaching activities, including attending lectures on time and submitting work and assignments promptly.
- Complying with deadlines assigned by the Institute.
- Notifying their mentors and/or lecturers if they are experiencing any problems or difficulties.
- Participating in extra-curricular activities.
- Contributing to the reputation and development of the Institute by suggesting where improvements can be made.
- Abiding by the CIBES Code of Conduct, and not engaging in any dishonest acts, either during examinations or while executing other responsibilities.

## INGREDIENTS OF PROFESSIONAL TRAINING

Self-discipline and the ability to follow regulations and instructions are two essential ingredients in professional training. Your ability to adapt and thrive in an actual working environment will not only be reflected by the grades you achieve, but also by your self-discipline during the course of your education. The report at the end of the course will also reflect your disciplinary record and level of conduct.

## QUALITY ASSURANCE

Quality in the provision of appropriate learning opportunities is a key objective of the CIBES. The Institute has a comprehensive quality assurance system, which is monitored by external audit. Our emphasis will be to encourage and empower you to become an independent learner.

The CIBES expects you to:

- Attend timetabled classes, hand in work on time.
- Adhere to the assessment timetable.
- Spend sufficient time in the preparation and completion of assignments to do justice to your ability.
- Make appropriate use of the facilities provided, within the published regulations and guidelines.

## EVALUATION

During your time at CIBES, you will be asked to fill in Evaluation Questionnaires to assist the Institute in its course monitoring and planning. Such questionnaires are important for the benefit of your peers and students in upcoming batches.

We will be grateful for your full and prompt co-operation in completing these questionnaires in a constructive and objective way. Faculty Evaluation occurs twice a semester; before the first term exams and after the second term exams. This data is used by the Dean and Director for Faculty Evaluation.

## CLASS REPRESENTATIVES

Each class will elect one Class Representative who will function as the liaison between the students and the CIBES's management in all matters. The Class Representatives form a vital communication link between the students and the Institute. The Class Representatives will play an important role in facilitating mutual understanding between the Institute's management and the student body.

## INSTRUCTIONAL SPACES

Classrooms/seminar rooms/auditorium and libraries are set up to provide a modern and conducive learning environment. All lecture rooms are air-conditioned and equipped with comfortable chairs and tables, multi-media, projectors and white boards. You should always maintain the cleanliness of the classrooms in order to preserve an environment that is advantageous to learning.

## LECTURE TIMINGS

Lectures are held from Monday to Saturday. Morning lectures normally start at 8:30 a.m. Lectures have a duration of up to 75 minutes each depending on the course.

The subject and course requirements will determine the number of classes in a week.

Class Timings for MBA (evening) Program is from 6 – 9 pm

## INFRASTRUCTURE & FACILITIES

### CAFETERIA SERVICES

The CIBES cafeteria timings are from 8.30 a.m. to 9.00 p.m. Friday timings are from 8.30 a.m. to 12.00 p.m.

It is expected that the student getting degrees from CIBES, will soon form CIBES Alumni.

In the CIBES campus sports facilities are available.

### LIBRARY SERVICES

Libraries have, from time immemorial, remained the greatest source of knowledge and information for mankind. Although advances in information and communication technologies have enabled faster access to information through the Internet but the pivotal role and significance of a library as physical space equipped with contemporary technologies in the propagation of knowledge cannot be diminished.

#### Library Conduct

Following rules are to be followed in library premises:

- a. There should be absolute silence in the library.
- b. Mobile phones must be switched off in the library / put on the silence.
- c. Group study and/or discuss
- d. Books, journals and other periodicals are not to be torn or damaged/written upon in any manner.
- e. Books should be returned on due dates otherwise late fine will be imposed.
- f. Library membership will be cancelled /suspended of those students who are found violating library rules.
- g. A list of suspended library users will be displayed on the notice boards.
- h. All suspended library users will not be allowed to enter the library during the suspension period.

#### Library Facilities

CIBES library offer students not only study materials needed in the course of their education, but also a variety of information to supplement their life-long- learning, as well as augmenting the development and expansion of their intellectual horizon to groom them as well-rounded individuals.

- Information and helpdesk
- Lending services, with various borrowing privileges, Renew, Hold, Reserve, and Recall
- Reference services extensively manipulated for research and teaching support
- Research literature searching services
- Information searching & handling skills trainings

## Rules and Regulation

As member, all the students are required to follow certain rules and regulations while using library services and facilities. The rules, policies and procedures are framed to ensure conducive learning environment and to safeguard the rights of others for the provision of equal learning opportunities.

The borrowing privileges may vary depending upon the borrowers' category and the nature of library materials:

Borrowers' Category	No. of Books	Loan Period*
Undergraduate BBA	4	7 Days / 14 Days
Graduate MBA,	4	7 Days / 14 Days

\* depends upon nature of materials, as in general collection some of the books can be borrowed for 7 days while others for 14 days.

- Any library material borrowed by any library member is subject to recall, if required by the library, hence the loan period should not be taken as legitimate right.
- Books issued from general collection may be re-issued for the same period, provided there is no reservation, hold or recall request.
- Reference and reserved materials, and journals / magazine / newspapers can only be consulted within library premises and cannot be borrowed.
- Students who do not return books in timely manner automatically lose the privileges to withdraw any more books from the Library until they have returned all the items they have borrowed.
- Borrowing privileges may also be withdrawn from the students who are constantly irregular in returning books or involved in violating library rules.

## General Rules for Library Usage

Students are expected to observe the rules appended below while using library facilities, services, and resources to avoid any disciplinary action.

- Library is a quiet study place, do not make noise, and speak in a low voice and gently so that others who want to concentrate may not get disturbed.
- Students may reserve chambers at the upper part of the library rooms for discussion and combine studies.
- Telephone calls may not be received or placed from the library telephone or cell phone and make sure that the cell phone is on silent mode.

- Treat library materials you use with care, do not mark, underline, and mutilate or tear pages in any case.
- Do not change the order of library furniture or other fixtures.
- Eatables are not allowed in the library.
- Leave library materials on the tables after reading and consulting them and do not place them back into the shelves.
- Take care of your belongings as library does not take any responsibility for loss or damage in any case.
- Library privileges may be denied to the students who violate and breach the established library rules and norms or who are otherwise guilty of “misbehavior”.
- Abide by Library Rules and help the library staff in creating enabling environment for learning.
- Do not hesitate to ask for help from the library staff whenever you feel the need or have difficulty in using library services & facilities.
- Library Fines and Fees Books or materials borrowed from the library must be returned on or before due date and time, following charges otherwise may occur:
  - General collection (7 day or 14 day Books) - PKR 10/- per day per volume, maximum to the replacement cost of an item.
  - Reserve, reference, temporary and overnight books or materials – PKR10/- per library hour, maximum to PKR 5,000/- or replacement cost, whichever is higher.
- Replacement cost for the lost or damaged materials would be calculated as ‘current list price’ of an item by adding 50% of ‘current list price’ as processing fee.
- Another copy of the lost/damaged book /item may be accepted, considering it is original with the same ISBN or later edition and 50% of the current list price is paid as processing fee.
  - Current list price is determined as: average list price of an item provided by the publisher at its website or at Amzon.com, or library.alibris.com, or supplied by the local vendors excluding discounts, if any, library conversion rates issued by the National Library of Pakistan would be applicable for the currencies other than Pak Rupee.
  - Fine will continue to accumulate on daily or hourly basis on all overdue items until the item is renewed, returned, reaches to maximum fine, or is declared lost either by the borrower or by the Library.
- PKR 5,000/- in addition to the ‘current list price’ would be charged incase of reported theft or stealing library materials; library also reserves the right to report the incident to the institute-wide disciplinary committee.
- PKR 50/- is charged for the lost Membership Card or Duplicate Card.

- Students found in violating expected behavior or breaching library rules will be charged disciplinary fine, determined by the staff on duty depending upon the type of an offence.

## EMERGENCY MEDICAL SERVICES

Arrangements have made for Emergency medical treatment for CIBES students.

## PERSONAL & INSTITUTIONAL SECURITY

‘Security’ has become a subject of immense importance and concern at both personal, institutional level. Various measures have been taken to improve the quality of surveillance and make physical security measures more effective at the campus; these include installation of CCTV cameras, walk through gates, metal detectors, barriers, speed breakers and increased emphasis on personal ID card systems. Notwithstanding the availability of these physical measures, it is now beyond doubt that the effectiveness of the security systems is dependent on the whole hearted response and sense of responsibility displayed by the members of the CIBES community at large. We have to adopt a proactive, vigilant and watchful approach with our eyes and ears open all the time and join in the efforts to secure the surroundings we move in.

## GENERAL SAFETY TIPS

1. Restrict your movement to bare essential requirements.
2. Before embarking on any journey/movement ascertain prevailing security situation from local TV news channels.
3. Keep in touch with your family members/ colleagues at office using mobile phones.
4. Report any suspicious activity and remain vigilant at all times.
5. No adventurism is recommended in the present security situation.
6. Please immediately inform the Security staff and convey any security breach or suspicious activity.
7. Avoid crowded and congested places.
8. Do not set patterns. Use different routine randomly.
9. USE MAIN ROADS AND AVOID:-
  - a. Badly lit areas.
  - b. Quiet residential isolated areas.
  - c. Single lane road where possible.
10. Preferably use a trusted driver.
11. Do not divulge your travel plan to driver until last moment.
12. Driver should not sit in the car when parked.
13. Use tracker device for car and self.

## SAFETY & SECURITY MEASURES TO BE ADOPTED

- a. All students are responsible for the safety of their personal belongings in the halls of study and campus. CIBES is not responsible for any loss or incident or in any case of mishap with the student’s personal belongings.
- b. Display your CIBES identity cards as part of an ongoing effort to maintain good security practices. It is mandatory for all CIBES students to wear CIBES identity cards while on duty. These cards will be prepared by the Program Offices to ensure that only authorized staff are

on CIBES premises at all times, all employees are required to keep the ID card on their person, display it while entering into the CIBES premises and continue wear it during their duty timings. CIBES security staff on duty is authorized to request any person entering IBA to prove / show their identity and wear CIBES identity card around their neck or hang it with their shirt pocket etc. Vehicles are always parked at 'Owners Risk'

- c. Report presence in your surroundings of any unusual objects or persons Security is a collective effort, timely reporting of unidentified objects will improve response and prevent occurrence of untoward incidents.
- d. Don't leave your personal belongings e.g. bags etc. un-attended.
- e. Provide information in advance of any personal guests/visitors. Security staff must be informed well in advance of the arrival of guests / visitors including providing of vehicle registration numbers in cases where vehicles are required to enter CIBES premises.
- f. Avoid staying in the campus beyond Sunset unless required for classes.
- g. Never bring any weapons/drugs/explosive material to campus/hostels. The institute holds a Zero tolerance policy towards possession of arms/weapons explosive and inflammable material, drugs etc in the campus.
- h. Be careful with your Cell Phones Do not respond or receive any unknown miscall/ call. Usage of Cell Phones in Classrooms and Library is forbidden.
- i. Visualize the emergency situations and prepare contingency plans. This must be done at both organizational and personal level. Emergencies may occur at any time despite all preparations / precautions, contingency plans help in restricting the damage and saving precious time and resources.
- j. Don't leave your cell phones, laptop unattended for charging at any place including cell phone charging booth.

## THE STUDENTS SOCIETIES AND CLUBS

### Calendar of Events

- a) There shall be a calendar of events, prepared by the program office, in coordination with the students' societies.
- b) The calendar of events shall be approved by the Director CIBES.

### Financial Proposal

- a) For each planned event, there shall be proposal approved by the Director.
- b) The proposal shall be supported with planned funding and expenditure statement for control purposes.
- c) The statement shall clearly indicate the funding of events i.e. whether to be financed from allocated budget, sponsorships or both.
- d) To avoid emergency situations, complete proposal shall be submitted to the Finance Department as follows:

### Sponsorships Management

- a) MOU for sponsorships must be approved and signed only by the Director CIBES.

- b) Each society shall make maximum efforts in arranging sponsorships as per the approved budget plan.
- c) The sponsorships / contributions from organizations shall be received via a crossed cheque in the name of Director CIBES, Karachi.
- d) The cheque shall be accompanied with a letter from the donor / sponsor indicating the title of sponsored event along with the sponsorship requirements.
- e) The office bearers shall be held responsible for complying with the sponsorship requirements.
- f) The sponsorship shall preferably be received in advance of the event.
- g) The payments for sponsored events could only be made once the sponsorship amount is received.

### Event Report

Each event should be described and documented on the portal immediately within 2 days. Those who fail to meet this will not be allowed to draw their budget.

## General Rules & Regulations

### SAFETY & SECURITY

Students are advised to at all times display their CIBES ID card and take care of their personal belongings. Safety & Security of personal belongings of students is their personal responsibility; CIBES will not be responsible for any loss of these items on account of carelessness / irresponsible behavior.

### ON-CAMPUS USE OF COMPUTERS & CELLPHONES

Students are not allowed to install their own software. Should it be required please obtain permission from the concerned Faculty and Lab Incharge. Students are not allowed to save anything e.g. slogans, pictures etc on the campus computers other than their course work related materials. Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty. Use of cell phones for purpose e.g. playing games and/ or exchanging messages in instructional spaces is forbidden.

### CLEANLINESS

Cleanliness of the classes and the CIBES premises are the responsibility of those who use them. Litter should not be created. Dustbins are to be used generously and all litter is to be deposited in the dustbins, plates, glasses, bottles and/or cups are to be returned back to the cafeteria. Furniture, fixtures and building faces are not to be defaced / moved from original locations.

### FOOD AND BEVERAGES

Students are not allowed to carry cold drinks/tea and edibles to the classrooms, library and computer lab.

### RAGGING

Ragging is absolutely prohibited on the campus. Any student subjected to such behavior should report to registrar/ administrator immediately. Strict disciplinary action will be taken against the violators including expulsion from CIBES. The following acts shall constitute ragging:

- Words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- Any attempt to take advantage from a fresher depriving him / her of his personal effects or an attempt to ridicule a fresher in front of others.

#### SEXUAL HARASSMENT

Sexual Harassment is offensive sexual behavior by persons with the aim of benefiting and injuring another person (s). It is a breach of a trusting relationship that should be in a neutral and relaxed situation. It is unprofessional conduct and undermines the integrity of the employment relationship amounting to coercive behavior and violation of professional ethics. It includes making unwanted sexual advances and asking female students to visit personal offices or meet them outside the educational institution. Any such case is to be reported to the Dean or the Director immediately.

#### EXTRA-CURRICULAR ACTIVITIES

Students are advised that all sports and /or other extracurricular activities are to be undertaken only with prior permission from the Director CIBES.

#### PLAGIARISM/CHEATING

Plagiarism & Cheating are prohibited at the Institute. Academic honesty is mandatory. There should be absolutely no plagiarism/ cheating in any examination, quiz, assignment, report, and/or presentation by any student. Each case will be decided on its own merit in accordance with notified policies.

#### SMOKING

CIBES campus is a no smoking area. The smoking of sheesha or other similar contraptions is strictly prohibited all over CIBES campus.

Non-compliance of smoking policy will result in fines and disciplinary action as applicable for violation of rules.

## DRESS CODE

### Female Student

1. Girls should wear minimum of short sleeves, no sleeveless dresses/t-shirts are allowed.
2. Short tops, fitted t- shirts or clothing which is revealing is not allowed.
3. Ankle (full) length jeans/trousers are permissible with long, hip length shirts or kurtis.
4. No short length trousers or caprice are allowed
5. Dupattas are desirable.

### Male Student

1. Shirts/T-shirts with any inscription, graphics or lettering is strictly prohibited.
2. Brand logos, names, symbols are allowed.
3. Short trousers and open slippers are not allowed.
4. Appearance should be neat and well kept e.g. shaven faces, neatly cut and combed hair, properly maintained beards.

## PATTERN OF SANDALS TO BE WORN BY THE IBA STUDENTS

(MALE)

AUTHORIZED



## Code of Conduct

### General

A school of learning is a sacred place. Its sanctity must be ensured at all costs. A disciplined, healthy and congenial environment is essential for the teaching and learning. CIBES has a rich history of maintaining a disciplined environment at the campus. The conduct rules in practice in CIBES Karachi since its inception aim at inculcating in the students a behavior which reflects a respect of law and of their contractual obligations, a consideration of the rights of others and a code of conduct in academic and non-academic matters, that promotes shared standards of considerate and ethical behavior both on campus and outside the campus. The tenets of the CIBES Code of Conduct apply to all students and faculty alike.

This CODE OF CONDUCT provides a framework for strengthening discipline through a mechanism of identifying expectations, specifying what are violations / indiscipline / acts of misdemeanor and nature of ensuing penalties. The frame work includes rules and regulations which pertain to 'General Conduct' and 'Academic Conduct'.

Subject to the statutes & regulations of CIBES, the faculty members / all staff members shall be responsible for maintenance of discipline among students in their respective domains.

### DISCIPLINE COMMITTEE

1. All matters relating to breach of Code of Conduct in the Institute will be reported to and investigated by the Discipline Committee of CIBES. The following persons shall form part of the said Committee:
  - a. Dean
  - b. Controller of Examinations
  - c. Student's Counselor
  - d. 2 designated Faculty Members including one female

### TERMS OF REFERENCE OF DISCIPLINE COMMITTEE

2. The terms of reference of Discipline Committee are as under:
  - a. The term of office of the members of the Discipline Committee excluding ex-officio members shall be 3 years.
  - b. The quorum for a meeting of the Disciplinary Committee shall be three members
  - c. The functions of the Discipline Committee shall be as under:
    - (1) To propose regulations of Discipline to the Board of Academic Council for the conduct of students, maintenance of discipline and for dealing with reported cases of indiscipline, violation of rules including cheating in examinations.
    - (2) To oversee the affairs of the Students Societies in so far as they concern matters relating to discipline & conduct of students participating in extra and co- curricular activities.

- (3) To investigate and report to the Director within 48 hours all cases of breach of Discipline.
- (4) To perform such other functions as may be prescribed by Regulations.
- (5) Examine any disciplinary matter referred by the Director.

#### Confidentiality

All business transacted by the Discipline Committee are to remain confidential and each member of the Discipline Committee shall abide and comply with the terms and conditions of the Committee's Non-Disclosure Agreement as amended from time to time.

#### Meetings

The Discipline Committee shall meet as and when necessary to consider reports and investigate matters relating to discipline of students and shall be the final authority to determine whether a violation of code of conduct / act of indiscipline has been proved or not. It shall then recommend to the Director as to the action to be taken in conformity with the Regulations. The committee is to however meet at least once before the commencement of every semester and on completion of the semester. The conduct of the meetings will be guided by the following rules:

- a. At least half of the Committee Members shall form a quorum for the transaction of business by the Committee.
- b. The Committee Chair shall preside at all meetings of the Committee and, in consultation with the other Committee members, shall set the agenda of items to be addressed at each meeting.
- c. The Committee Chair will ensure that the following documents are circulated at least three (3) days in advance of each meeting:
  - (i) The agenda for the meeting;
  - (ii) Any other documentation related to the business to be conducted by the Committee.

#### Enforcement

The enforcement of Discipline in CIBES shall be supervised and controlled through the following persons:

- a. Deans and Department Chairpersons for all classroom / academic activities.
- b. Controller of Examinations for all examinations related matters.
- c. The Dean will be the promulgating authority for all penalties relating to Code of Conduct and Maintenance of discipline in the student community

#### RULES PERTAINING TO GENERAL CONDUCT

Students are forewarned that while at CIBES they should NOT associate themselves with any of the following activities. Indulging in any of these activities will be taken as a misdemeanor / act of indiscipline and violation of the CIBES Code of Conduct which would ensue awarding of appropriate penalty to the concerned persons:

- Failing to comply with laid down rules / instructions /orders.
- Failing to be in possession of CIBES ID Card / failing to display the ID card by wearing it as prescribed.
- Lending your CIBES, ID Card to someone or allowing the use of your card by someone else.
- Unauthorized entry / causing damage to spaces facilities.
- Possession in the campus of a weapon / firearm of any kind.
- Giving false information or willful suppression of information, cheating or deceiving.
- Inciting students / staff or staging a walkout, a strike or an un-authorized procession.

- Being found to be using / in possession of any drugs/ narcotics or intoxicating material including failing to report the use / possession of the same by any other member of the CIBES Community.
- Shouting of slogans, making cat calls derogatory to the prestige of the IBA or the reputation of its officers or teachers.
- Participating in any kind of political activity or promotion of the agenda of any political party through display of their publicity material or voicing of any slogan associated with any political party or unauthorized inviting of any worker or office bearer of a political party/movement.
- Initiating a threat or false alarm / warning, of a fire, explosion, or other emergency.
- Participation in any act which is defamatory or derogatory to the interest of any Religion and Pakistan.
- Ragging, physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.
- Use of indecent/foul language, threatening, cursing or harassing any member of the faculty/staff
- Immoral behavior / behavior that interfere with activities authorized, sponsored by CIBES, or breach of any rule of public morals, such as:
  - > Use of immodest dress or failing to comply with the dress code.
  - > Making undesirable gestures.
- Disorderly behavior, such as shouting, abusing, quarrelling, theft, fraud, fighting, physical assault and insolence.
- Public display of affection including cuddling with members of opposite gender including immodest conduct of any kind on part of either gender.
- Failing to report any detrimental activity / breach of rules observed in the campus.
- Indulging in activities prejudicial and detrimental to the maintenance of good order on the campus and in the hostels.
- Being involved in misuse, theft of property or services, or intentional or reckless damage to property of the Institute, or of a member of the Institutes community, or of a visitor to the Institute.
- Being in possession of stolen property or concealing the presence of items which belong to other persons or failing to share information of on the same.
- Failing to execute responsibilities assigned as an office bearer of a society, club or team / group or being careless / being dishonest in executing assigned responsibilities.
- Use of unfair means at an examination or assisting others in exams or trying to affect grades by use of influence or unfair recommendations.
- Disrupting or disturbing the proceedings of a class including showing reluctance to follow / comply with the instructions of the teacher.

## RULES PERTAINING TO ACADEMIC CONDUCT

All students must note the following information which governs their conduct in and around the places of instruction. Failure to observe rules will make the concerned persons liable to disciplinary action on grounds of academic misconduct:

## CLASSROOM SESSIONS

- Attendance in each class is taken daily by the teacher as soon as the class starts.
- Late comers are promptly marked “Absent” even if they are late by one minute.
- No excuse is accepted for any reason.
- A maximum of 6 absences are allowed in 28-sessions course in a semester.
- A student who accumulates more than the allowed number of absences in a course in a semester is not allowed to appear in the semester final examinations and is awarded an “F” in that particular course.
- More than the allowed numbers of absences are NOT CONDONED for any reason.
- In case any student(s) are participating in events/activities that affect their attendance, then a special allowance is made in such cases. The students are allowed to miss up to three 50-minute classes or two 75-minute classes. Such students are required to obtain prior permission from the Dean & Director of CIBES, to represent the CIBES in the particular event/activity.

## RULES PERTAINING TO CONDUCT IN EXAMINATION

At CIBES, students will have to appear for two term examinations and final examinations in each semester. The schedule for these will be provided by the Controller of Examinations, later on in the semester. While appearing for these exams, students should remember that these exams are crucial to their promotions and academic progress and that any dishonest acts will be detrimental to this progress. Here are some pointers about taking examinations at CIBES, a violation of any of the under mentioned rules may lead to cancellation of the paper and any other penalty deemed appropriate by the discipline committee:

### a. Entering the Examination Hall

- (1) Students are allowed into the Examination Room 10 minutes before the commencement of an examination. The seating positions may be allocated and you are required to comply with instructions given by the invigilators. No communication between students is allowed once the students enter the Examination Room.
- (2) Students must carry their valid Identity Cards and place their bags and belongings in the area designated by the invigilator (usually in the front of the Examination Room). All belongings should be left outside the Examination Room.
- (3) Students will be allowed to enter the Examination Room for up to 30 minutes after the start of the examination. No extra time is given to latecomers for any reason.
- (4) No unauthorized materials (e.g. books, notes, correction fluid, programmable calculators or those with storage capabilities, etc.) are allowed on the student’s seat/in possession of the Student.
- (5) Each student should bring his / her own writing stationery as students are not allowed to share their stationery.
- (6) Cell phones are strictly disallowed inside the examination rooms. If any student brings Cell Phone inside the examination room, his/her paper will be cancelled.

### b. During an Examination

- (1) Students are allowed to leave if they finish their exam early, but not during the first and last 30 minutes of the examination.
- (2) Any instance of communication of any kind between students appearing in an examination shall constitute a violation of examination rules and shall be treated as an offence of ‘Use of Unfair means’. This includes including handling of examination material in a manner that its contents can be seen by other students appearing in the exam.

- c. At the end of the Examination
- (1) When the invigilator announces that time is up, no further writing by the students is permitted.
  - (2) Students must fill in the relevant details on the front cover of the Examination Answer Booklet, and tie any continuation sheets (used to write answers on) to the Examination Answer Booklet. Students must fill in the title of examination and question numbers clearly on the Examination Answer Booklet and continuation sheets.
  - (3) At the end of the examination, the invigilator will collect the Examination Answer Booklet, Question Paper and all used and unused paper. No paper is allowed to be removed from the Examination Hall.
  - (4) Students must remain in their seats until the invigilator has finished collecting all the examination materials. Students must leave the Examination Room quietly when instructed by the invigilator.

#### Penalty for Violation of Code of Conduct

Any student found indulging in any of the acts mentioned above or violating the above said rules of 'General OR Academic Conduct' will be reported to the Registrar / Campus Coordinator and / or Discipline Committee by any CIBES faculty / staff / student who observes the violation. The concerned student will be called and provided an opportunity to explain his/her position, and if found guilty, he/she can be penalized by award of one or more of the following penalties. The Dean & Director CIBES will be the approving authority for all penalty recommendations made by the discipline committee:

- a. Issue of a warning letter.
- b. Monetary fine.
- c. Letter of apology solicited from the student and parent.
- d. Parents called to meet the mentor / disciplinary committee.
- e. Suspension from classes for a week or more.
- f. Cancellation of Admission and expulsion from the institute. .
- g. The violating student(s) names will also be posted on the notice boards along with details of the offence.
- h. Any other consequence as the committee may deem fit
- i. Society / Club office bearers found guilty of violation of code of conduct will be ineligible to participate in election thereafter.

The authority to impose punishment or penalty shall be exercised by the persons mentioned below to the extent given under each:

The Director may:

- (1) Fine a student up to Rs.5000/- for each single offence and deprive him of privileges and positions open to other students.
- (2) Suspend a student for one / two or three semesters.
- (3) Grant 'F' to a student in a particular course/ restrain from Examinations.
- (4) Debar a student from being an office bearer of a club / society.
- (5) Cancel the admission of a student or refuse to admit a student without giving any reason;
- (6) Debar, expel or rusticate a student for a specified period or for good.

#### The Dean Fine

A student up to Rs. 3000/- for each single offence.

- (1) With hold good character certificate to a student and
- (2) Make an adverse report and ask the disciplinary committee to investigate.

#### The HOD may:

- (1) Fine a student up to Rs. 2000/- for each single offence and
- (2) Expel a student from the class for 7 days.
- (3) Issue a letter of warning and include it in his personal file.

Degree and other documents of a student involved in a case breach discipline may be withheld till the final disposal of the case.

#### Review of Penalty for Violation of Code of Conduct:

Students disputing the Dean's decision on recommendations of the Discipline Committee may file a written appeal with the Chairman BOG / Appellate Body through the Secretary BOG, no later than SIX (6) academic working days following notification of the Dean's decision. The Chairman BOG will Chair the appellate body and may select any two members from the BOG to assist him in hearing and deciding the appeal.

#### Event Management

During the course of your studies at CIBES, you will have to arrange various events as part of extra-curricular activities. Even though these will be supervised by the faculty, the bulk of the responsibilities will still rest with the students. This will be good practice in management, which will benefit you in the future as well.

It is always handy to have a checklist ready in which you can make notes of important details and remember them. Here is a checklist which will help you do just that and aid you in organizing your events efficiently and so achieve a well-managed event that does you credit.

If you plan to become a member of any of the student societies mentioned before, this checklist will be even more helpful to you.

Use this checklist first to identify who and what is going to be involved in your event so you can plan effectively. Consider the circumstances of the event at hand and the conditions around you.

Name of Event or Function

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Day, Date and Time of Event or Function

---

Location Details of the Event or Function (show or attach an A4 size map)

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Name: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Other Relevant Contacts:

(Attach list if required, include secondary organizers etc.)

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Available Budget: Rs. \_\_\_\_\_

External Funding / Contributions: Rs. \_\_\_\_\_

Total Budget for Event or Function: Rs.. \_\_\_\_\_

Checklist for Event Management  
Think before you tick!

Event Management Plan	Who		When
Check for conflicting events and select a date.	Yes No		
Find and book a suitable venue or location.	Yes No		
Consultation with community/existing users.	Yes No		

<p>Prepare a list of mobile numbers of all performers, participating organizations, service providers (i.e.amusements) and other emergency service personnel (i.e.plumber, electrician).</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	
<p>Clearly document and communicate key roles and responsibilities of all taking part in the event /function.</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	
<p>Identify types of inclement weather that would prevent part or the entire event from occurring.</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	
<p>Event cancellation procedures developed and circulated to all involved in the event.</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	
<p>Cash handling and banking procedures. Identify safe area for cash handling; assign someone for being responsible for these activities.</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	
<p>Accounting process where external funding is applied.</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	
<p>Emergency Procedures</p>		<p>Who</p>		<p>When</p>
<p>Emergency service personnel contacted &amp; notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance.</p>				
<p>Incident procedures established. Fire Extinguishers provided.</p>	<input type="checkbox"/>	<p>Yes No</p>	<input type="checkbox"/>	

Ambulance in attendance. First Aid officer nominated for the event.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes		
	No		
Emergency access incorporated into site plan.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes		
	No		
Communication arrangements and protocols developed and circulated to key staff.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes		
	No		
Consider appropriate types and levels of security depending on risks and audience and subsequent arrangements for these.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes		
	No		
Clean- up Kit, spills management and toilet un- blocking (toilet rolls etc). Include “Slippery When Wet” signs, mops, buckets, disinfectants, paper towels, and gloves.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes		
	No		
Public Address or Megaphone available for emergency use.	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes		
	No		

Site Plan/Layout	Who	When
Check about booking reserve and obtain approval where appropriate. Site plan (if possible to scale) finalized, distributed and copied on file.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	
	No	
All services identified and marked out.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	
	No	

Alternative site/set up for inclement weather.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Amusements	Who		When	
Identify hire costs & confirm booking.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Identify cancellation payments and timeframes.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Identify set up risks (high winds, wind ground, placement of equipment, fumes etc) and arrange alternative arrangements for these.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Space requirements -including safety zones, car parking I waiting areas and guest drop I collection points.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Supervision levels of amusement agreed and documented.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Set-up and pack-up plans provided to supplier.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Establish a Code of Conduct for operators, have them sign acceptance of the code, provide a copy to them.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Traffic Issues	Who		When	
Does the venue have adequate car parking?	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Are road closures required? Are traffic controls required?	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Road closure procedures followed where necessary.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	

Stall Holders	Who		When
Identify and set up risks for each stall: i.e. extension cords, hot surfaces, exhaust fans (ice cream trucks}, machinery, and use of chemicals and take appropriate measures for these.	Yes No		
Space requirements identified and incorporated into site plan.	Yes No		
Proof of insurance coverage - Public Liability & product liability including level, excesses and exclusions, (obtain copy of certificate of currency /policy).	Yes No		
Electrical testing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
For food stalls: check status of accreditation with Environmental Health section.	Yes No		
Food stall operators provided with safe food handling procedures - obtain copy of product liability insurance certificate listing exclusions and excesses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
Set-up and pack-up plans provided to stall holders.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Performance Program	Who		When
Specify requirements to performers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Contract developed confirming fee payments, payment process, cancellation policy/process and code of conduct.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Identify minimum requirements for performers.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Reconfirm attendance.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Running Sheet prepared and provided to each performer.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Develop contingency plan in case performers don't arrive, power or equipment failure.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Arrangements for crowd control.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Security Requirements		Who		When
Identify security needs required for the event and make provisions for this.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Briefing of requirements to security personnel.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Police presence required. Police briefed about event.	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	
Promotion Strategy		Who		When
Media Management Plan developed -identify spokespersons (s)	<input type="checkbox"/>	Yes No	<input type="checkbox"/>	

Consultation I notification of affected residents & businesses.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Check signs and banners and obtain approval where appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Volunteer Management	Who		When
Register volunteers. induction of volunteers.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Development of event, volunteer duty statements: roles & responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact persons identified for volunteers on the day	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Follow up inspections - 24 to 48 hours prior to event	Who		When
Electrician to check electricity supply at the event venue.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Plumber to check toilet and supplies.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Follow up inspections - day of event	Who		When
Check if venue is fit for purpose (particularly consider outdoor surfaces)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Hygiene and food handling - inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Follow up inspection - after the event	Who	When
Site cleared of signs and rubbish. Bins emptied and toilet Utilities cleaned.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Debriefing meeting planned and taken place,	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

### CIBES Social Decorum

Social psychologists studying the impact of image have determined that someone meeting you for the first time will make up to 10 decisions or judgments about you within the first 30 seconds. These include your economic and educational levels, trustworthiness, social position, level of sophistication, economic heritage, social heritage, success and moral character. To make a good first impression, consider the three key elements: the handshake, eye contact and your appearance. Your appearance - are you always dressed and groomed impeccably? If you are becoming aware that there are some areas that need improvement, you are off to a good start. The difference between being dressed and well-dressed lies in the details. This includes all areas of fit and grooming. Some tips on dressing are as under:

- Wear modest clothing which is socially acceptable on current standards.
- Avoid clothes which are transparent or suggestive of body features.
- Hijab is an accepted wear. However, avoid fastening it with conspicuous jeweled pins.
- Get into the habit of wearing a sound and sensible watch.
- Avoid wearing strong fragrances.
- Avoid having distracting / loud tones on your cell phones.

### CIBES Demeanor

- Always keep a laminated copy of your NIC (National Identity Card).
- Try not to display your temper over email and phone: if you need to discuss a major problem & believe that the interaction might get truly heated, request a personal meeting.
- Be meticulously honest about money.
- Respond promptly to emails, and maintain a paper or an electronic calendar of appointments.
- Learn to meet the deadlines and be punctual in your activities.
- Be pleasant to your juniors, especially those who have less obvious power than you.
- Never jump in when someone is telling a joke and say that you've heard it before.
- Greet persons and maintain a pleasant disposition.

- Be respectful towards your elders and polite in your general dealings.

## FEE AND DUES

### Procedure for Payment of Fees

- Tuition fee shall be announced well before the commencement of the semester Fee vouchers will be made available to the students at the program office.
- Students are liable to make payments for the fee due, by the appropriate deadline as mentioned on the voucher and announced through notice.
- Payments can be made in one of the following modes:
  - Direct deposit into Bank AL Habib Account Citi tower branch.
- Moreover; students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full.

If any student does not pay all his dues till the completion of the program, he/she will not be issued provisional transcript, transcript and degree, till the time he/ she clears all his dues.

### Determination of Student Fees

- The Institute shall fix, or specify a means by which the tuition fees shall be calculated or ascertained, for any course of study or training at the institution.
- The Institute must ensure that no student shall be or continue to be enrolled in a course of study or training at the institution unless he/she has paid:
  - a) The tuition fee fixed, or calculated or ascertained
  - b) All other charges prescribed by the institute
- The BOG of the Institute shall approve the tuition fees for programs of study to be offered to students in any given academic year, as recommended by the management of CIBES. The recommendation for setting of fees shall be through annual budget of the institute.
- In the annual budget of every financial year, the finance department shall present proposals for increment in the existing student fees, to the BOG.  
On the approval of the proposal, fees shall be increased and set to the new level.

### Calculation of Fees

- (i) All regular (Morning) students shall be liable to pay fixed fee for the semester, maximum cut off for the fixed fee is 4 courses or more.
- (ii) All evening students shall pay their fees calculated on fee challan, normally based upon the number of subjects enrolled in.

(iii) Other approved fees charges which are not based upon subjects may be added to the fee challan as applicable.

Fee Payment

Tuition fee shall be announced well before the commencement of the semester and fee vouchers is made available to the students through Campus Management.

Students shall make payments for the fee due by the appropriate deadline as mentioned on the voucher and announced through notice. Payments can be made in one of the following modes:

- Direct cash deposit into designated CIBES Bank Account.

Finance Department.

- For fee installments, deliver a crossed post dated Cheque(s) in favor of “CIBES, Karachi” to CIBES Program office/ Finance Department.

- Moreover, students will not be enrolled for the next semester if fee for the previous semester(s) is not paid in full. If any student does not pay all his dues until the completion of the program, he/she will not be issued provisional transcript, transcript and degree, until the time he/she clears his all dues.

Procedures Regarding Refund of Fees:

- Any request by a student to amend their program of study or withdraw from a program or paper must be made in writing.
- The Institute reserves the right to request additional supporting information before any course amendment request is considered.
- Where the student’s account has a credit balance which is clearly attributable to an overpayment of fees, any such balance shall be refunded in full.
- Refund of tuition fee is applicable to all students’ i.e. regular, evening and EMBA programs.
- Fee shall be refunded in the following cases:

	Scenarios	Policy / Timeline
1	%age of Tuition Fee: • Full (100%) fee Refund • Half (50%) fee Refund • No (0%) fee Refund	• Full ( 100%) of the tuition fee shall be refunded up to 7th day of convene of classes. • Half (50%) of the tuition fee shall be refunded from 8th -15th day of convene of classes. • No fee(0%) shall be refunded from 16th day of convene of classes.
	CIBES cannot	• 100% of the student tuition fee shall be

2	provide the academic study offered	refunded.
3	Change of Classes	<ul style="list-style-type: none"> <li>Where student elects to change a class, there shall generally be no change in the tuition fees, and therefore additional tuition fees, refunds and administration charges do not normally apply.</li> </ul>
4	Credit Balance	<ul style="list-style-type: none"> <li>When there are credit balances on student accounts due to overpayment of levied charges, students may request are fund of the balance.</li> </ul>
5	CIBES withdraws an offer of admission to a student	<ul style="list-style-type: none"> <li>100% of the tuition fee shall be refunded if student does not meet the criteria of provisional admission.</li> <li>No tuition fee shall be refunded if it is found that the student has provided incomplete or inaccurate information in support of their application for admission, any application for creditor recognition of prior learning, or their enrolment.</li> </ul>
6	CIBES excludes the student due to poor academic performance	<ul style="list-style-type: none"> <li>If any student does not meet the minimum CGPA (2.2 criteria,</li> <li>100% of the tuition fee shall be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was excluded</li> </ul>
7	CIBES suspends or Expels the student due to Academic Misconduct	<ul style="list-style-type: none"> <li>100% of the tuition fee shall be refunded for any future semester paid for in advance and not yet commenced, but no refund for the semester in which the student was suspended or expelled.</li> </ul>
		<ul style="list-style-type: none"> <li>Tuition Fee paid in advance shall be adjusted to the coming semesters, if student is allowed a semester gap by CIBES administration.</li> </ul>

8	Semester Gap	<ul style="list-style-type: none"> <li>• 100% of the tuition fee shall be refunded if classes not yet commenced.</li> <li>• No tuition fee shall be refunded after commencement of classes.</li> </ul>
9	Extraordinary Circumstances	<ul style="list-style-type: none"> <li>• 100% of the student tuition fee shall be refunded if student suffers from extra-ordinary circumstances (i.e. death or accident that cause permanent disability)</li> </ul>

Exception

Under any circumstances Admission fee will NOT BE refunded.

Exclusion

Cash payment shall not be accepted from the students.

### One Time Charges

One time charges such as admission fee and transcript fee are also applicable in addition to tuition fees. These charges are paid at the time of Admission in CIBES.

### One Time Charges for all Academic Programs

Following charges are also applicable in addition to tuition fees.

#### Admission Fees

(at the time of Admission in CIBES)

#### Transcript Charges

### Important Notes:

- Students will not be enrolled for the next semester if fee for the previous semester (s) is not paid in full. (i.e. no enrolment in the next semester).
- If a student is unable to pay balance of his dues till the completion of courses the student will not be issued provisional transcript, original transcript and degree till the time the student clears all his dues.