



Institute of Business &  
Health Management

# **INSTITUTE OF BUSINESS & HEALTH MANAGEMENT (IBHM) DOW UNIVERSITY OF HEALTH SCIENCES (DUHS) KARACHI**

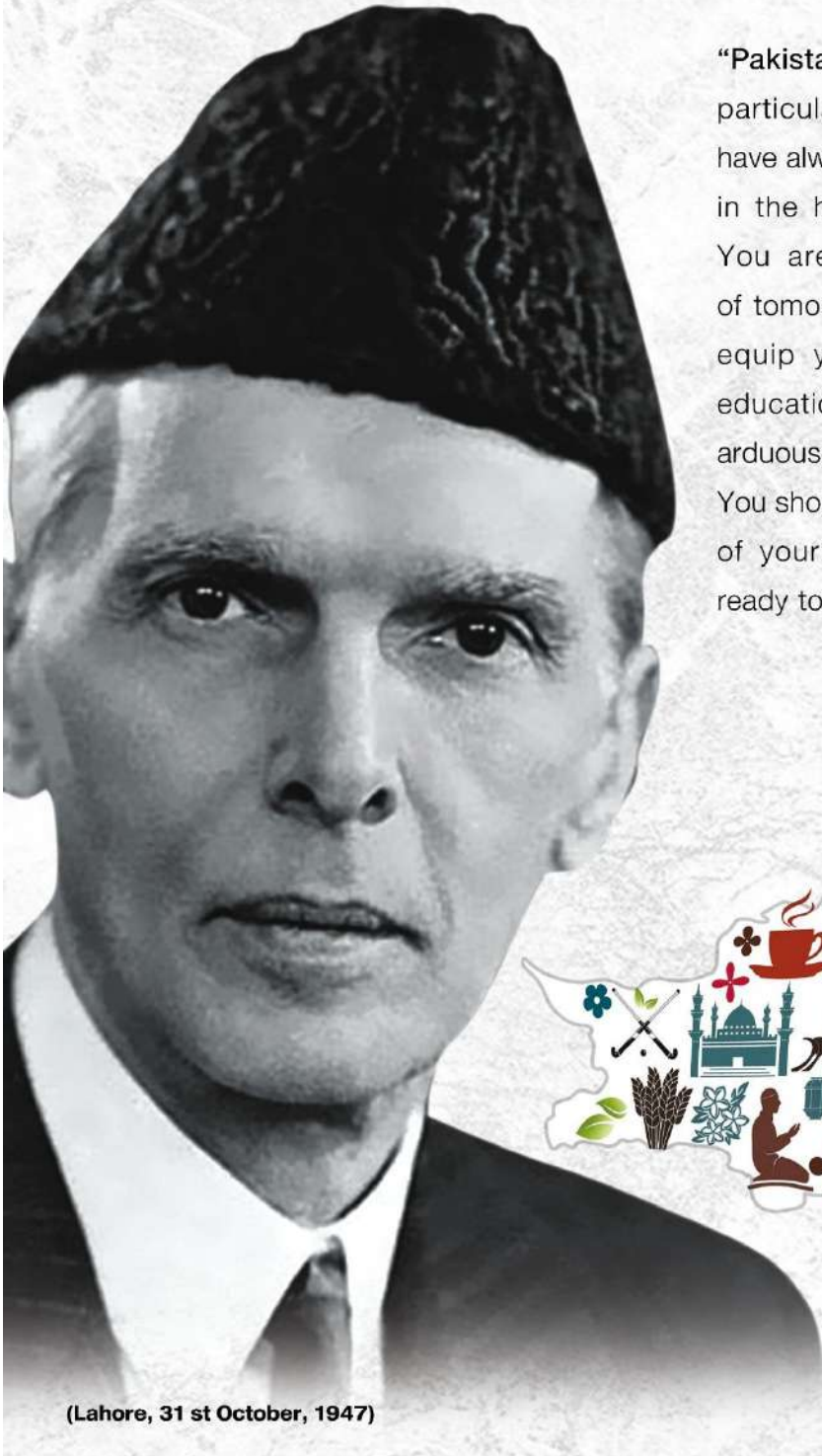
## **STUDENT HAND BOOK**

# **2022-2023**



# QUAID'S Message To Youth

“Pakistan is proud of her youth, particularly the students who have always been in the forefront in the hour of trial and need. You are the nation's leaders of tomorrow and you must fully equip yourself by discipline, education and training for the arduous task lying ahead of you. You should realize the magnitude of your responsibility and be ready to bear it” (Jinnah, 1947).



(Lahore, 31 st October, 1947)





## VICE CHANCELLOR'S MESSAGE



The Institute of Business and Health Management, DUHS, has been established to offer finest education in the specialized fields of business and healthcare management. Your decision to join IBHM will help you achieve a prosperous and successful future in line with your dream.

IBHM is striving to produce young graduates in the fields of Business and Healthcare Management and it is an excellent place to be groomed at. The learned and dedicated faculty of the institute and its administration work in collaboration to enhance the learning experience of the students.

IBHM provides up-to-date research facilities to students to keep them abreast with the changing demands of the industry. Furthermore, IBHM will prepare the youth for facing contemporary challenges and inculcating a true spirit of love, dedication and community service at home and abroad.

We welcome you to IBHM, a wonderful platform to polish your skills and acquire relevant knowledge, which will help you compete in the dynamic marketplace. Looking forwards, the faculty and staff of the University would build a harmonious relationship with you over the period of your studies and the professional career ahead.

I wish you the best of luck in your academic endeavors.

**Prof. Mohammed Saeed Quraishy**  
Vice Chancellor  
Dow University of Health Sciences

## DIRECTOR'S MESSAGE



**Welcome to the Dow Institute of Business & Health Management (IBHM)!** At IBHM, we are striving to become one of the preeminent management education providers of Pakistan. For that, we want to equip our students with ethics & values, finesse in thought and execution, knowledge, as well as employable skills, thus enabling them to contribute to the growth of the economy, businesses, and the healthcare industry.

We aim to produce graduates with a passion for societal welfare and collective good. The 'Dow' brand has an esteemed legacy and heritage. As you may all know, this endeavor for quality education first started with the establishment of Dow Medical College in 1945.

Some six decades later, it transformed into a General University in 2004. A modern university cannot be considered complete without a business school functioning under its umbrella. Therefore, in the year 2007, the Institute of Business and Health Management came into being.

At present, it is offering BBA, MBA, EMBA, and short-duration programs, and we aim to further expand our education & teaching portfolio by bringing academic programs relevant to the context and needs of the business sectors and economy of Pakistan.

In this pursuit, our team of highly-qualified and energetic academics has been playing an instrumental role. Our faculty members actively engage in bringing together evidence based knowledge and research to foster a learning environment that is further enhanced using current teaching & learning methods and approaches.

We, at **IBHM**, couple the theoretical and conceptual underpinnings with the experiential learning. It enables the students to manage the businesses and projects as part of their future careers efficiently and effectively.



We envisage every student of ours to be an Intrapreneur or Entrepreneur. Incidentally, this institute has a unique location encircled by fountainheads of innovative ideas with high business potentials. It allows our students to not only nurture their business ideas while working with those enterprises that surround Dow **IBHM**. Additionally, this also facilitates the students and stakeholders of other Dow faculties and schools to consult our academic experts in terms of formulating business plans and undertaking feasibility analyses. Hence, this distinctive feature of the Dow family and the IBHM promotes a culture of knowledge exchange and sharing. It, in turn, enables the students of IBHM and the rest of the Dow University to transform ideas into successful business ventures and become budding business consultants.

Consistent with this spirit of knowledge sharing, our reach and collaborations have transcended borders in recent times. We have created linkages with global academic institutions of repute, such as those in Europe. Our faculty collaborates with academics and researchers from North America as well as Australasia. We plan to capitalize on these linkages to undertake joint research projects, promote faculty and student exchanges, and collaborate in knowledge creation and translation.

In terms of the 'knowledge and skills portfolio, our students become well-equipped to work in any business environment because of the transferable skills that they acquire. However, most of our students usually opt for healthcare management by selecting courses that help them build their careers in hospitals, pharmaceutical, and allied healthcare businesses, and the industry. We all agree that healthcare is one of the most relevant, largest, and fastest-growing sectors in the world and will remain so in the foreseeable future. Therefore, we say that we are preparing our students for the present as well as the future. Furthermore, in terms of destinations that our graduates head to after completing their studies, you would be happy to know that they are well-placed in different leading organizations and are contributing to their growth and success. To sum up, at **IBHM**, you will get the education and acquire relevant, applicable, and employable skills in an academic environment that is driven by technology, research, and innovation., Together, we can create value for business and society by promoting and providing ethical and entrepreneurial leadership rooted in values of dignity, shared knowledge, diversity, and creativity

**We look forward to welcoming you to IBHM.**

Be a member of the House of Dow!

**Dr. Izhar Hussain**

Director

Institute of Business and Health Management

Dow University of Health Sciences

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## OUTLINE OF SERVICES

<b>S.NO.</b>	<b>DEPARTMENT</b>	<b>FUNCTIONS</b>	<b>LOCATION</b>
<b>01</b>	<b>Administration</b>	All matters related to admission, enrollment, examination, and convocation.	4 <sup>th</sup> Floor, ION Building
<b>02</b>	<b>Program Office</b>	All matters related to academic calendar, course offering, prerequisites, elective courses and other academic issues.	Program Director's Office
<b>03</b>	<b>I.T. Lab</b>	All IT related matters, digital library and electronic services	4 <sup>th</sup> Floor, ION Building
<b>04</b>	<b>Library</b>	Study and learning services, borrowing of books.	4 <sup>th</sup> Floor, ION Building
<b>05</b>	<b>Placement Office</b>	Internship, Placement and Career Counseling,	Ground Floor, ION Building
<b>06</b>	<b>Alumni Office</b>	Liaison between Alumni Association of Dow and IBHM chapter, and Alumni Database updating.	Ground Floor, ION Building
<b>07</b>	<b>Student Counseling</b>	Provides students' counseling both in academics and career pathways.	Allotted Faculty offices according to batch



<p style="text-align: center;"><b>VISION OF DOW UNIVERSITY OF HEALTH SCIENCES</b></p> <p style="text-align: center;"><b>To be a pre-eminent academic institution committed to changing and saving lives.</b></p>	<p style="text-align: center;"><b>MISSION OF DOW UNIVERSITY OF HEALTH SCIENCES</b></p> <p style="text-align: center;"><b>Providing outstanding patient centered education, training and clinical care informed by cutting edge research and innovation generating and disseminating new knowledge.</b></p>
<p style="text-align: center;"><b>VISION OF INSTITUTE OF BUSINESS AND HEALTH MANAGEMENT</b></p> <p style="text-align: center;">To be pre-eminent management education providers by equipping students with the knowledge and skills to contribute to advancement of the business &amp; healthcare industry, and societal benefit.</p>	<p style="text-align: center;"><b>MISSION OF INSTITUTE OF BUSINESS AND HEALTH MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Provide relevant, applicable and employable business &amp; health care management education and training.</li> <li>• Maximize technology, research, innovation, entrepreneurship and intrapreneurship in the curriculum to develop future leaders.</li> <li>• Create value for business and society through ethical practices.</li> </ul>

# **INTRODUCTION OF INSTITUTE OF BUSINESS AND HEALTH MANAGEMENT**

The Institute of Business and Health Management (IBHM) started working in 2007 as a constituent body of the Dow University of Health Sciences.

IBHM is offering BBA, MBA, and Executive MBA programs in two different campuses located on prime locations of Karachi to facilitate a larger population of the community. Approximately 350 students are in IBHM in various undergraduate and graduate programs. However, more than 200 Alumnae are working in prestigious national and international business organizations.

IBHM is continuously striving to improve the learning environment through technology and innovation. In the future, the Institute is going to offer MS and Ph.D. programs in various disciplines of business and health management.

IBHM is having the following unique characteristics, which are making it more attractive for students, like

- ✓ IBHM locates amid different business ventures like Riva Water Plant, Dow General Hospital, Vaccination plant Biological Products Manufacturing Plant, Dow Diagnostic Laboratories, and so on.
- ✓ There are more chances of budding business consultants as compared to other business schools due to rich different educational disciplines like school of nursing, pharmacy, medical technology, biotechnology.
- ✓ IBHM is the second educational institution that has chartered the Toast Master's club in Pakistan to develop leadership skills in students.
- ✓ IBHM provides paid internships within Dow facilities after the successful completion of the final semester.
- ✓ DOW University has an efficient LMS to maintain a competitive academic environment and satisfy modern learning needs.
- ✓ Ehsaas need-based scholarships are available for needy students.

## **REGULAR FACULTY**



**Syed Habib Ur Rehman**  
Program Director  
Assistant Professor  
MS Business Management



**Dr. Riaz Hussain Soomro**  
HoD: Social Sciences  
Associate Professor  
Ph.D. Management



**Dr. Ejaz Mian**  
HoD: Marketing  
Associate Professor  
PhD Marketing



**Dr. Ume-Amen**  
HoD: Management  
Assistant Professor  
Ph.D. Management



**Muhammad Rizwan**  
HoD : Economics, Account  
& Finance  
Assistant Professor  
M.Phil. Economics & Finar



**Dr. Aftab Mukhi**  
HoD: Health Management  
MBBS (Dow); MBA; MSc  
PH (Lond.); DLSHTM  
(UK)





**Dr. Faryal Salman**  
Associate Professor  
PhD Marketing



**Dr. Faraz Ahmed Wajidi**  
Associate Professor  
Ph.D. Management



**Dr. Agha Ammad**  
Associate Professor  
PhD Finance



**Dr. Zahra Nazim**  
Assistant Professor  
Ph.D. Management



**Syed Ahmed Ghayas Tahir**  
Assistant Professor  
MS Business Management



**Mirza Kashif Baig**  
Assistant Professor  
MS (SWEDEN) / PGD / MBA



**Kiran Farooq**  
Assistant Professor  
M.Phil. MBA



**Humera Asrar**  
Lecturer  
M.Phil. Business Management



**Muhammad Babar**  
Lecturer  
MBA



**Wajiha Saghir**  
Lecturer  
MBA / Pharm-D



**Erum Ghayas**  
Lecturer  
MS in Business Administration



**Yasmeen Bashir**  
Lecturer  
MBA / M.ED. / M.Com



**Ovais Ahmed**  
Lecturer  
MBA

## VISITING FACULTY

S.NO.	NAME	QUALIFICATION	EXPERIENCE	ORGANIZATION
1	<b>Zia ul Haq</b>	MBA Finance(IBA), MSc Applied Mathematics	30 Years	Visiting Faculty IBA
2	<b>Prof Dr. Zeenat Ismail</b>	Ph.D. (Uok), M.A Psychology	40 Years	Visiting Faculty IBA
3	<b>Dr. Mubashir Ali Khan</b>	Ph.D. (China), MS Finance (IBA)	8 Years	Senior Assistant Professor Bahria University
4	<b>Arif Hassan</b>	CIS, MBA (Finance)	6 Years	Senior Manager Corporate Law and Taxation
5	<b>Dr. Nadeem Mehmood</b>	Ph.D. CS (Uok), MCS	22 Years	Associate Professor UBIT (UoK)
6	<b>Dr. Akhter Raza</b>	Ph.D. (Uok), MSc Statistics	15 Years	Assistant Professor Federal Urdu University
7	<b>Farooq-ur-Rehman</b>	MBA	15 Years	Lecturer IMT DUHS
8	<b>Dr. Asim Zaheer</b>	Ph.D. (Uok)	15 Years	Assistant Professor NED University
9	<b>Yasir Hashmi</b>	B. Pharma., MBA	15 Years	Worked in AKUH. Working as an entrepreneur
10	<b>Imran Muhammad Kamil</b>	ACMA, MA Eco	20 Years	Lecturer Premier College
11	<b>Sanam Soomro</b>	MS Healthcare Management, Bachelor of Science in Finance	16 Years	Director Quality Enhancement (DUHS), Marketing and Promotion Officer(USA)
12	<b>Syed Zulfiqar Jaffar</b>	M.Com(HEC), BSC	34 Years	Cost Controller (Textile Mills Ltd),Senior Manager (Habib Motors)
13	<b>Akhter Mehmood</b>	MBA (IBA)	30 Years	CEO, Brand Image
14	<b>Bilal Ahmed Chishty</b>	MBA-Finance(KASBIT), Finance(Malaysia)	24 years	Assistant Professor (IoBM), Lecturer (DHA Suffa University)
15	<b>M. Noman Quadri</b>	LL.B(UOK),LL.M University of Pennsylvania, Law School	13 Years	Legal Officer,(NBP), Duty Officer and Lead Investigator(USA)



16	<b>Mukesh Kumar Kella</b>	B.E(Civil Eng.), MBA(IBA), MS, PhD.(SZABIST)	22 Years	Conducting Trainings, Lecturer(UoK)
17	<b>Dr. Syed Abbas Ali</b>	PhD (NED)	21 Years	Professor(NED)
18	<b>Dr. Usman Ghani</b>	MPA(UoK), PhD (UoK) in HR	6 Years	HR(DHA)
19	<b>Arif Kamal</b>	MCS (KU) & MS (HU)	21 Years	Visiting Faculty(NED), Lecturer(Hamdard Uni), Visiting Faculty(DUHS), Assistant Professor (SBB Dewan Uni)
20	<b>Dr. Musarrat Adnan</b>	PhD (Economics) KU	20 Years	Dean Greenwich university
21	<b>Dr. Seema N. Mumtaz</b>	MBBS & MBA	30 Years	HoD Community Health Sciences, NUMS, Karachi.
22	<b>Dr. Riaz Ahmed</b>	PhD Islamiat Federal Urdu University	10 Years	Immam o Katib, DUHS, Karachi
23	<b>Shahid Naved</b>	MS(Business Management) Hamdard University	20 Years	Assistant Professor, Hamdard University
24	<b>Mohsin Mushtaq Chandna</b>	MA (University of Chicago)	12 Years	Secretary, Ministry of Inter Provincial Coordination, Former Special Secretary Ministry of Finance, Government of Pakistan.
25	<b>Dr. Mirza Jawwad Baig</b>	PhD(ISPA UOK)	22 Years	Professor (UOK)
26	<b>Erum Fatima</b>	MA(English) Jinnah University	21 Years	Lecturer DUHS
27	<b>Yawwar Abbas Farishta</b>	MBA in Marketing from IBA	27 Years	CEO and SBP at Innovata Healthcare, Strategic Business Partner and Consultant of Wilshire
28	<b>Dr. Ziafat Ali</b>	MBBS (Sindh University Jamshoro)	24 Years	Medical Superintendent Alkhidmat Healthcare Karachi

## ADMINISTRATIVE STAFF

S. NO	NAME OF STAFF	QUALIFICATION	RESPONSIBILITIES
1	<b>Hassan Khan</b>	B.A	Admin. Officer, admissions , examination and maintenance of IBHM
2	<b>Asim Mahmood</b>	MBA	Coordinator (For Non-Degree Programs)
3	<b>Shujaat Khan Ghaznavi</b>	M.Com	Accounts , Finance , Scholarships and Placement, Alumni Affairs
4	<b>Amber Ahmed</b>	MA (Library Science)	Librarian
5	<b>Muhammad Faizan</b>	B.Com	Admissions/enrollment/CMS
6	<b>Muhammad Asif</b>	Masters in Arts (MA)	PA to Director, BBA Registration, On line classes of morning shifts
7	<b>Sajila Sabir</b>	MBA, BSC	Online classes of Evening/Weekend programs.
8	<b>Umme Rabab</b>	BSC	Coordination of students' research projects, attendance of morning shift
9	<b>Syed Muhammad Salman</b>	Intermediate	I.T Lab and online/on campus classes.
10	<b>Kamran Ali Soomro</b>	B.com	Dispatch work and record-keeping (morning shift)
11	<b>Aurangzaib</b>	Intermediate	Dispatch work and Record Keeping (evening shift)

# ACADEMIC GUIDELINES

## Enrolment Policy

- 1 “No student shall be eligible to appear at any University Examination without enrolment with the University on payment of the prescribed fee.
- 2 Application for enrolment on prescribed form supported by the required certificates will be submitted to the Controller of Examinations through the Program Director within six weeks of the date of admission in the case of normal admissions, and three weeks in the case of admission by transfer. Necessary payment/ fees will be charged with each application.
- 3 Each student shall receive an Enrolment Card, with a unique enrolment number. If an Enrolment Card is lost or destroyed, its duplicate copy will be issued on submission of affidavit and payment of a prescribed fee.
- 4 No application for admission to a University examination or any other purpose shall be received from an enrolled student unless the enrolment number is quoted in the application.
- 5 A student shall be assigned an enrolment number for identification throughout his/her stay at the University for the duration allowed in the course duration policy.
- 6 However, a student unable to complete his/her diploma / degree requirement within the validity of his/her enrolment will have to re-validate / extend the enrolment due to semester freezing for not more than two (02) years by paying a prescribed fee (footnote “the student should check with program office of IBHM for the current prescribed fee) with the recommendation of the Program Director and with permission of Director IBHM and Chairperson of Department of Postgraduate Studies, as per the HEC criteria.
- 7 Extension of re-enrolment will be allowed by Vice-Chancellor on the recommendation of Program Director and Chairperson of the Department of Postgraduate Studies as last chance for those students who are short of aggregate/short of CGPA or fail in a maximum of two courses only. The Program Director will initiate the process by putting up all such cases to the Director IBHM for further action.
- 8 A student cannot be enrolled in two different full-time courses simultaneously.”



## Fee Policy

1. University shall charge fees under the following headings:
  - **Admission Fee**
  - **Tuition Fee**
  - **RFID Card Fee**
  - **Enrolment Fee**
  - **Examination Fee**
  - **Thesis Defense Fee**
  - **Any other Fee that may be applicable**
2. Fee once paid will not be refunded under any circumstances.
3. Fee for the postgraduate/Undergraduate program will be paid course wise.
4. The fee for the first semester, admission fee, and RFID card fee will have to be paid at the time of admission. The Admission offer is valid for 15 days only. If the student fails to pay all fees and dues of the first semester **within 15 days**, the admission will be canceled. The next candidate on the merit list will get the offer for that seat.
5. For subsequent semesters' fees and dues, if not paid within time, shall be liable to late payment fee as per the University Rules.
6. In subsequent semesters, if a student fails to pay his/her fee and dues within 30 days, his/her name will be struck off from the institution.
7. No student will be allowed to appear in any examination unless s/he has cleared all dues of the University.
8. Enrollment fee has to be paid separately.
9. Fee may be increased by 10% every year.
10. The fee and rules/regulations may be revised by the University at any time during the course of the study.

## **Credit Transfer Policy**

1. The application for transfer of credit from an HEC University or any foreign university program shall be made at the time of entry into the IBHM program.
2. Maximum of 50% of total course contents of any program can be credited.
3. The contents of the course for which the credit shall be given have to be identical or majority similar to the one of IBHM, to which the credit is transferred.
4. The students who request for transfer of credit are responsible for providing an authentic certified copy of the course contents from the institute where they studied the courses.
5. Only courses that have been taught face to face more than **50%** of the time can be transferred.
6. The students should have got a minimum grade 'B' in the transferred course.
7. IBHM may ask the students to take a challenge test prior to giving credit of the transfer. The course whose credit has been transferred from another course will be mentioned in the marks sheet (transcript) as a transfer course.

## **Semester Freezing Policy**

A student may take a semester off due to unavoidable circumstances (e.g. Financial / Health constraints etc.) by applying for a Semester Freeze. Such student must submit an application, verified by the Program Director & recommended by the Director IBHM.

The University does not allow freezing during the first semester.

1. Request regarding Semester Freeze should be made prior to commencement of the Semester.
2. If a student freezes a semester(s), s/he will retake admission in the same semester, will pay full tuition fee of that semester but not admission fee.
3. The maximum duration of the degree program shall remain the same.
4. The student shall pay 10% of the tuition fee of each Frozen Semester for continuation of enrolment.
5. Once approved, the information regarding Semester Freeze shall be given to the following from the administration of IBHM:
  - I. Controller of Examinations
  - II. Director Admissions
  - III. Registrar, DUHS
  - IV. Program Director, IBHM

## V. Department of Postgraduate Studies

6. Freezing for not more than two (02) semesters by paying a prescribed fee with the recommendation of the program Director and with the permission of Director IBHM and Chairperson of the department of post graduate studies, as per the HEC Criteria.

7. “Extension of re-enrolment will be allowed by the Vice chancellor on the recommendation of Director IBHM and chairpersons of the post graduate studies.”

Note: The student should check with program office of IBHM for the current prescribed fee.

**Ref:** Duhs- Postgraduate Academic Policies – 2018, Academic Council Meeting Ref. No: Duhs/2018/10/Ac-15(2) Dated 13.10.2018

### **Fall / Spring Semester**

There will be two regular semesters (Fall and Spring) in one academic year. Each semester will be spread over 16 - 18 weeks (inclusive of 1 – 2 weeks for examinations).

### **REQUIREMENT FOR MAXIMUM COURSE LOAD IN A REGULAR SEMESTER**

1. An undergraduate student may be allowed to take up to 18 credit hours and, a graduate student up to 12 credit hours (being maximum course load) only if s/he has a C.GPA of 3.5 or above and that too with the recommendation of Program Director and permission of the Director IBHM.

2. The Director may also allow maximum course load to any student, graduate or undergraduate when the student is graduating in that very semester, e.g. an undergraduate student with C.GPA of 3.2 needs 18 credit hours to graduate or a Masters / MPhil student with a C.GPA of 3.2 needs 15 credit hours to graduate. In this situation, the director can make an exception for any particular student by allowing him / her to take maximum course load as this will be the student’s last and graduating semester.

### **Withdrawal / Change of Course(S)**

1. A student, with the consent of the concerned Director IBHM, may be allowed to (a) change a course within 7 days of the commencement of a semester, and (b) drop a course within 2 weeks of the commencement of semester.



2. Withdrawal from a course will be allowed latest up to one week before the 2nd in-semester examination (i.e. by the end of 15th week) under approval by the Director IBHM. Withdrawn course will appear on transcript with the letter grade W, and will not be treated as F grade.
3. There will be no supplementary/special examination in the semester system, If a student fails in a course, he/she shall repeat it by attending the course and passing the examination.

### **Repeating Courses**

1. Whenever a student fails or gets an 'F' grade, s/he has to repeat the course, whenever offered.
2. Undergraduate students may be allowed to repeat a course in which s/he has obtained Grade 'D'
3. The Institution may define a maximum number ( $\leq 6$ ) of courses that student may be allowed to repeat.
4. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation), but in case a student takes a new course instead of the course in which s/he failed, both the grades will reflect on his/ her transcript i.e. old course grade and new course grade.
5. The student will pay the fee for the course and attend all the classes, undertake internal assessments, mid-term and final examinations.

### **Promotion Policy for BBA**

1. Minimum 2.0 CGPA is required for award of degree in the undergraduate program and a student must maintain at least CGPA 1.7 in one semester to be considered eligible for promotion in the next semester.
2. The students acquiring GPA 1.70 and above, but failing in any paper(s) will be promoted to the next semester conditionally that he/ she will pass the course in the re-take examination, or in the next semester's retake examination, with the requirement to attend all the required classes in the next semester; furthermore, with maximum attempts for retakes to be defined as no more than 4 overall, availed or unavailed. This is applicable to the candidates in the 1 and 2nd years of a 4-year Bachelors program of study.

3. Therefore, number of attempts allowed to clear a course/subject/paper in the 1st and 2<sup>nd</sup> year program of study will be 4.
4. After utilizing full number of attempts, even missed attempts, and the subject not cleared/passed, will be the ground for the student to be dropped out of the program of study by the Principal/Director; however, student may re-enroll in another program or in the same program in the next admission cycle, through the advertised merit process of admissions, as per DUHS rules and procedures.
5. Also, a student who secures less than 1.70 C.G.P.A. in the preceding two semesters will not be promoted to the next semester/ next year; however, the student may be eligible to appear in the re-take examination, or the regular examination, in order to pass the course and improve his/her G.P.A, when the examination of that course(s) is to be conducted/held, in which he/she is failing in the next academic session/semester/year, as per the academic calendar of the program of study. Full course fees would be charged to the student, as per DUHS rules for the number of courses taken in each semester, including failed or remedial courses.
6. In addition, it is understood that the University is not required to offer all courses in each semester and the course may be offered in the next academic session, as per curriculum plan of study.
7. Students' full academic performance will also be considered when they are re-taking the course (with a less than 1.7 CGPA in the previous two semesters), and the student has to maintain and get at least minimum required marks in Tests, Practical, Projects, Thesis, Assignments, Mid-term Test and Theory Papers aggregate.
8. Minimum attendance as per University policy will be ensured in that immediate next session for the re-taking of the class.
9. After utilizing all 4 attempts, student is considered automatically dropped from the University program of study, a notification of which will be issued by the Principal/ Director of the BS program to inform the student upon announcement of result.
10. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 years BS degree program, as per admissions procedure of the University. Student must meet all regular requirements for re-admission and is not considered automatically re-enrolled, foregoing the merit process.
11. Readmission will be allowed after the payment of full admission fee and the student will be considered as an external candidate with others, and admitted as per merit list.
12. For the award of degree, the student must have a minimum C.G.P.A. of 2.0 in the undergraduate program, and completed all requirements in the maximum duration of the program.
13. Maximum duration of validity of enrollment in a 4-Year undergraduate program of study is defined as 8 years.

## Promotion policy for MBA

1. Where the program consists of many non-core courses, student may be allowed to the next semester s/he cleared 80% of the courses of the previous semester.
  2. S/he will have to join the failed course on the earliest occasion, whenever the University offers this course.
  3. Clearance of the core courses is however mandatory for promotion to the next semester. (e.g. 8 courses out of 10) in Semester Examination.
- 
1. Final exam will be conducted by the Examinations Department, DUHS as per pattern decided by the University.
  2. Student will have to pass both the internal assessment and semester examination (obtain minimum of 63% marks in each for undergraduate/postgraduate program, in order to pass that course. However, student who fails to obtain 63% marks respectively in internal assessment will be re-assessed with the final examination.
  3. There will be no Supplementary/ Special Examination in a Semester system; if a student fails in a course, s/he shall repeat it by attending the course passing the examination.

Ref: Implementation of Semester System in Higher Education Institutions of Pakistan Policy Guidelines Approved by the Higher Education Commission (HEC), year, page

### Internal Assessment

- 1 This shall consist of assignments, quizzes, monthly tests, as decided by the Course Instructor.
- 2 The method of internal assessment and schedule will be forwarded to the Examinations Department at the commencement of semester.
- 3 There will be no re-take of internal assessment exam.
- 4 Marks obtained shall be submitted to examination department as these tests are taken.

Internal Assessment (Quizzes / Assignments / Presentations )	35%
Semester / Midterm Examination	25%
Final Examination	40%



## **Comprehensive Examination**

After completing the required number of courses for a particular degree, and fulfilling the requirement in terms of CGPR, a student shall pass a comprehensive examination covering all the courses studied for the degree.

## **Retake Examination Policy**

If a student fails or gets an 'F' grade; s/he has to repeat the course, whenever offered. In case a student repeats the course they will have to take classes again and internal assessment will be done again.

**Ref: Duhs- Postgraduate Academic Policies – 2018, Academic Council Meeting Ref. No: Duhs/2018/10/Ac-15(2) Dated 13.10.2008**

### **CGPA REQUIRED FOR DEGREE COMPLETION (UNDERGRADUATES/ MASTERS / MPHIL)**

1. For graduation, the minimum qualifying CGPAs for Bachelors and Masters students are 2.00 and 2.50, respectively.
2. Whenever an undergraduate student's C.GPA decreases from 2.0, or a graduate student's CGPA decreases from 2.5, s/he will be on 1st probation for the next semester. If the undergraduate student does not come out by increasing his/her C.GPA to 2.0, or a graduate student does not come out by increasing his / her C.GPA to 2.5, then again, s/he will go on "Last Probation".
3. If the student who was earlier on 1<sup>st</sup> probation, does not come out in the last probation by achieving the minimum desired C.GPA, s/he shall be dropped from the Institute and cannot be re-admitted by the same institute.

## **Cancellation of Admission**

1. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

Ref: Implementation of Semester System in Higher Education Institutions of Pakistan Policy Guidelines Approved by the Higher Education Commission (HEC)

## **GRADING POLICY FOR BOTH UNDERGRADUATE AND POSTGRADUATE PROGRAMS**

<b>GRADE</b>	<b>PERCENTAGE</b>	<b>GPA</b>
<b>A</b>	<b>93-100</b>	<b>4.00</b>
<b>A-</b>	<b>87 – 92</b>	<b>3.67</b>
<b>B+</b>	<b>82 – 86</b>	<b>3.33</b>
<b>B</b>	<b>77 – 81</b>	<b>3.00</b>
<b>B-</b>	<b>72 – 76</b>	<b>2.67</b>
<b>C+</b>	<b>68 – 71</b>	<b>2.33</b>
<b>C</b>	<b>64 – 67</b>	<b>2.00</b>
<b>C-</b>	<b>60 – 63</b>	<b>1.67</b>
<b>F</b>	<b>0 – 59</b>	<b>0.00</b>

### **Faculty Evaluation**

- 1 It is mandatory for the students to evaluate the Course Instructor on what they have been taught. This evaluation will be done either online or manually. It must be done in the last week of the semester without the presence of the course instructor to maintain impartiality.
- 2 Evaluation done by the students will be kept strictly anonymous, which means the students will not be required to indicate the name or roll number or registration number or by any other means of identification whatsoever.

### **Dow Online Education System and Its Components**

The Dow Online Education System (DOES) is the learning management system of DUHS, which has community support and platform independence. The DOES is a customized LMS for the number and complexity of the DUHS's programs. The DOES is designed to be a comprehensive distance learning solution with a virtual learning environment.

It is integrated with software (e.g. Zoom) for online teaching and assessment, which enables DUHS faculty members to share teaching content and provide learners with new engaging and collaborative tools to facilitate their learning and to accommodate a wider range of learning styles and assessment methods. The DOES/LMS has a range of functions, such as a web

application, unlimited lecture duration, attendance management, online lecture video and audio, notebook tools, teacher's portal, students' portal, online results preparation, announcements, outcome based education enabled with an online assignment submission and assessment mechanism.

The DOES combines course management and student engagement, and has the following student teacher engagement and collaborative tools to facilitate the learning process: a. Discussion forums, file exchange, student /faculty calendar, real time video/audio, interactive whiteboard, integrated services, tools/grade book, student tracking, content sharing and repositories, among others that can be utilized to diversify the modes of teaching and learning and provide a comprehensive course content to all types of learners. b. The DOES enables discussion forums to be formed to engage students in online group discussion, on relevant and collaborative knowledge to be realized or shared.

The DOES has community support where users can interact with each other in real time and allows for platform independence, which means it can work on any device or platform.

### **What can a student do in DOES/Team?**

Students can perform the following activities through DOES:

- I. Create a personal profile; create personal Blogs (Web Logs)
- II. Upload assignments - teacher can give written feedback, which is recorded
- III. Interact with teachers and other course members via chat, forums and instant messages
- IV. Participate by adding content to certain areas, such as forums and glossaries
- V. Use calendar to record course and personal events
- VI. View grades from lessons and assignments.

Ref: DOW Policy For Distance Education & Online Teaching

## **ONLINE TEACHING & LEARNING REQUIREMENTS AND POLICIES**

### **Course Relevant Technological and Computing Requirements**

The students are expected to have access to a device/gadget as well as an internet connection of good bandwidth (minimum of 2 Mbps; minimum recommended 5 Mbps; highly recommended, 10 Mbps or more) allowing them to connect to virtual classroom as well as 'Dow Online Education System (DOES)'.

Considering the students will need to complete several assignments and quizzes as well as take their final assessment (both unseen written examination as well as oral/viva) online, the

computing device should preferably be a laptop/desktop though for occasional connectivity, the smartphones and the tablets should work fine.

### **Student's visibility in the class**

The students will need to demonstrate continuous participation in the course by maintaining adequate attendance in the online virtual classes/sessions. This is also significant considering the course will adopt the philosophy of 'continuous assessment' in the form of graded assignments as well as quizzes. Moreover, not attending classes regularly will affect the students' ability to grasp the core concepts and ideas discussed in this course thus defeating the purpose of learning and education. In addition to hampering their continuous participation in the course, frequent absenteeism will render students unable to attempt their final assessment to merit and required standards, thus increasing the probability of failing the course.

### **Academic Conduct**

First and foremost, online/distance learning requires readiness for extensive self-learning by the students. It is the mainstay of this system. Therefore, it is the responsibility of the students to ensure continuous participation in the course through readings, participation in discussion forums and online sessions, timely submission of periodic assignments and ensuring their availability and attendance for the purpose of assessments.

One of the purposes of education is to harness one's 'Emotional Quotient (EQ)' and the ability to develop skills relevant to respect for others, their cultures and opinions as well as garner values of integrity and sharing in terms of enabling others to learn through constructive exchange and communication. These observations and ideas stand true for both the on-campus and virtual learning environments, in fact emerging as more significant in the later. This needs to be appreciated that many fellow students may have limited technological resources. Likewise, there could be challenges at the institution's end owing to this being a new and emerging situation we all are dealing with. Therefore, it is vital that students demonstrate values of caring, sharing and mutual respect more than ever and they support the institution and the faculty in terms of making online learning a success.

While there is a great hope that the students will demonstrate best of the behavior and conduct while attending online classes, interacting on the online forums and otherwise, any act violating above-mentioned norms and practices will not be tolerated. The cases of violation of discipline will be referred to the 'Disciplinary Committee' for further action.

### **Academic Integrity and Honor Code**

One of the hallmark features of online learning is that it is 'learner-dependent' in terms of assuming responsibility not to engage in practices that amount to cheating and/or violation of principles of academic integrity. The students will have to demonstrate ethical behavior in terms of submission of assignments, quizzes and participation in other assessment exercises ensuring



that their behavior and practices do not violate ‘Honor Code’. The students will have to sign and submit an ‘Honor Code’ agreeing to abide by the principles of academic integrity while also making a pledge not to indulge in plagiarism in terms of course relevant submissions. The students should familiarize themselves with ‘HEC Plagiarism Policy’ available at:  
<https://www.hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>

## BBA (2-Year) Degree Program

Design Summary		
<b>1</b>	<b>Normal Duration</b>	<b>2.0 - Year (4~5 Semesters)</b>
<b>2</b>	<b>Total Credit Hours</b>	<b>78 CHs</b>
<b>3</b>	<b>Total Number of Courses</b>	- 25 Courses (3 CHs each) - 1 Research Project (3 CHs) - (25x3)+(1x3) = 78 CHs
<b>4</b>	<b>Entry Requirement</b>	- 14-year education (with minimum 50% marks), - IBHM Admission Test (with minimum 50% marks) - Selection Interview (satisfactory)

S No.	Course Code	Course Title	Credit Hours	Prerequisite Course(s)
<b>Semester-1</b>				
<b>1</b>	<b>MGT325</b>	<b>Introduction to Business</b>	<b>3-0</b>	<b>None</b>
<b>2</b>	<b>MTS412</b>	<b>Business Mathematics &amp; Statistics</b>	<b>3-0</b>	<b>None</b>
<b>3</b>	<b>SSC321</b>	<b>English</b>	<b>3-0</b>	<b>None</b>
<b>4</b>	<b>ACC414</b>	<b>Principles of Accounting</b>	<b>2-0</b>	<b>None</b>
			<b>12-0</b>	
<b>Semester-2</b>				
<b>5</b>	<b>MTS511</b>	<b>Inferential Statistics</b>	<b>3-0</b>	<b>MTS412</b>
<b>6</b>	<b>FIN512</b>	<b>Introduction to Business Finance</b>	<b>3-0</b>	<b>ACC414</b>
<b>7</b>	<b>ECO513</b>	<b>Pakistan Economy</b>	<b>3-0</b>	<b>None</b>
<b>8</b>	<b>MGT514</b>	<b>Business Communication</b>	<b>3-0</b>	<b>None</b>
<b>9</b>	<b>MKT412</b>	<b>Marketing Management</b>	<b>3-0</b>	<b>None</b>
<b>10</b>	<b>MGT516</b>	<b>Operations Management</b>	<b>3-0</b>	<b>None</b>
			<b>18-0</b>	
<b>Semester-3</b>				
<b>11</b>	<b>ACC521</b>	<b>Financial Accounting</b>	<b>3-0</b>	<b>ACC414</b>
<b>12</b>	<b>MGT522</b>	<b>Business Research Methods</b>	<b>3-0</b>	<b>MTS511</b>
<b>13</b>	<b>LAW523</b>	<b>Business Law</b>	<b>3-0</b>	<b>None</b>
<b>14</b>	<b>MGT524</b>	<b>Human Resource Management</b>	<b>3-0</b>	<b>None</b>
<b>15</b>	<b>MGT523</b>	<b>Project Management</b>	<b>3-0</b>	<b>None</b>
<b>16</b>	<b>FIN614</b>	<b>Financial Markets &amp; Institutions (IFMP)</b>	<b>3-0</b>	<b>FIN512</b>
			<b>18-0</b>	

<b>Semester-4</b>				
17	ACC611	Cost & Managerial Accounting	3-0	ACC521
18	MGT612	Business Policy	3-0	MKT412, MGT524, FIN512
19	MGT613	Entrepreneurship	3-0	MKT412, MGT524
20	FIN614	Financial Management	3-0	FIN512
21	xxx6xx	Elective-I <sup>1</sup>	3-0	As per Elective
22	xxx6xx	Elective-II	3-0	As per Elective
			18-0	
<b>Semester-5</b>				
23	RPJ621	Research Project	3-0	MGT522
24	xxx6xx	Elective-III	3-0	As per Elective
25	xxx6xx	Elective-IV	3-0	As per Elective
26	xxx6xx	Elective-V	3-0	As per Elective
			12-0	
<b>Total Credit Hours</b>			<b>78-0</b>	

**Internship:** Six to eight-week supervised internship.

**Degree Awarding CGPA:** Completion of the prescribed course work with the minimum degree awarding CGPA (2 out of 4.0).

**Comprehensive Examination:** Satisfactory performance in the comprehensive examination to be taken after completion of the prescribed course work with the minimum degree awarding CGPA.

**Disclaimer:** Courses can be added or deleted on recommendation of IBHM curriculum committee and regulatory bodies.

## BBA (4-Year) Degree Program

Design Summary		
<b>1</b>	<b>Normal Duration</b>	<b>4.0 - Year (8 Semesters)</b>
<b>2</b>	<b>Total Credit Hours</b>	<b>130 CHs</b>
<b>3</b>	<b>Total Number of Courses</b>	- 41 Courses (3 CHs each) - 2 Courses (2 CHs each) - 1 Research Project (3 CHs) - $(41 \times 3) + (2 \times 2) + (1 \times 3) = 130$ CHs
<b>4</b>	<b>Entry Requirement</b>	- 12-year education (with minimum 50% marks), - IBHM Admission Test (with minimum 50% marks) - Selection Interview (satisfactory)

S No.	Course Code	Course Title	Credit Hours	Prerequisite Course(s)
<b>Semester-1</b>				
1	MIS311	Introduction to Computer Applications	3-0	None
2	ECO312	Microeconomics	3-0	None
3	MTS313	Business Mathematics	3-0	None
4	SSC314	Islamic Studies/Ethics	2-0	None
5	SSC315	English-I (English Grammar and Usage)	3-0	None
6	MGT316	Principles of Management	3-0	None
			<b>17-0</b>	
<b>Semester-2</b>				
7	SSC321	English-II (English Composition)	3-0	SSC315
8	ECO322	Macroeconomics	3-0	ECO312
9	MTS323	Introduction to Statistics	3-0	None
10	MKT324	Principles of Marketing	3-0	None
11	SSC325	Logic	3-0	None
12	SSC326	Pakistan Studies	2-0	None
			<b>17-0</b>	
<b>Semester-3</b>				
13	MGT411	Oral Communication & Presentation Skills	3-0	None
14	MKT412	Marketing Management	3-0	MKT324
15	SSC4131	Foreign Language (Arabic)*	3-0	None
	SSC4132	Foreign Language (Chinese)*	3-0	None
	SSC4133	Foreign Language (German)*	3-0	None



	SSC4134	Foreign Language (French)*	3-0	None
16	ACC414	Principles of Accounting	3-0	None
17	MTS415	Calculus with Applications	3-0	MTS313
18	SSC416	International Relations and Current Affairs	3-0	None
*Chose any one Foreign Language			18-0	
<b>Semester-4</b>				
19	MGT421	Organizational Behavior	3-0	MGT316
20	MIS422	Management Information System	3-0	None
21	MGT423	Business Ethics	3-0	None
22	SSC424	Psychology	3-0	None
23	SSC425	Environmental Sciences	3-0	None
			15-0	
<b>Semester-5</b>				
24	MTS511	Inferential Statistics	3-0	MTS323
25	FIN512	Introduction to Business Finance	3-0	ACC414
26	ECO513	Pakistan Economy	3-0	ECO322
27	MGT514	Business Communication	3-0	MGT411
28	MKT515	Consumer Behavior	3-0	MKT412
29	MGT516	Operations Management	3-0	MGT316
			18-0	
<b>Semester-6</b>				
30	ACC521	Financial Accounting	3-0	ACC414
31	MGT522	Business Research Methods	3-0	MTS511
32	LAW523	Business Law	3-0	None
33	MGT524	Human Resource Management	3-0	MGT421
34	FIN525	Financial Management	3-0	FIN512
			15-0	
<b>Semester-7</b>				
35	ACC611	Cost & Managerial Accounting	3-0	ACC521
36	MGT612	Business Policy	3-0	MKT412, MGT524, FIN525
37	MGT613	Entrepreneurship	3-0	MKT412, MGT524
38	FIN614	Financial Markets & Institutions (IFMP)	3-0	FIN525
39	xxx6xx	Elective-I	3-0	As per Elective
40	xxx6xx	Elective-II	3-0	As per Elective
			18-0	
<b>Semester-8</b>				
41	RPJ621	Research Project	3-0	MGT522
42	xxx6xx	Elective-III	3-0	As per Elective
43	xxx6xx	Elective-IV	3-0	As per Elective

<b>44</b>	<b>xxx6xx</b>	<b>Elective-V</b>	<b>3-0</b>	<b>As per Elective</b>
			<b>12-0</b>	
<b>Total Credit Hours</b>			<b>130-0</b>	

**Internship: Six to eight-week supervised internship.**

**Degree Awarding CGPA: Completion of the prescribed course work with the minimum degree awarding CGPA (2 out of 4.0).**

**Comprehensive Examination: Satisfactory performance in the comprehensive examination to be taken after completion of the prescribed course work with the minimum degree awarding CGPA.**

**Disclaimer: Courses can be added or delete on recommendation of IBHM curriculum committee and regulatory bodies.**

## MBA (2-Year) Degree Program

<b>Design Summary</b>	
<b>1</b>	<b>Normal Duration</b> <span style="float: right;"><b>2.0-Year (4-Semester)</b></span>
<b>2</b>	<b>Total Credit Hours</b> <span style="float: right;"><b>66 CHs</b></span>
<b>3</b>	<b>Total Number of Courses</b>
<b>4</b>	<b>Entry Requirement</b> <span style="float: right;"><b>16-year education (with minimum 50% marks),</b></span> <b>IBHM Admission Test (with minimum 50% marks) and Selection Interview (satisfactory)</b>

Course Code	Course Title	Credit Hours	Prerequisite Course(s)
<b>Semester-1</b>			
FIN-511	<b>Business Finance</b>	<b>3-0</b>	<b>None</b>
MKT-512	<b>Marketing Management</b>	<b>3-0</b>	<b>None</b>
MTS-513	<b>Data Science: Quantitative Methods (1.5 Credits)</b> <b>Data Science: Data Analytics (1.5Credits)</b>	<b>3-0</b>	<b>None</b>
ECO-514	<b>Microeconomics for Managers</b>	<b>3-0</b>	<b>None</b>
ACC515	<b>Accounting Foundations</b>	<b>3-0</b>	<b>None</b>
MGT516	<b>Organizational Behavior &amp; Leadership</b>	<b>3-0</b>	<b>None</b>
		<b>18-0</b>	
<b>Semester-2</b>			
MGT521	<b>Managing Operations</b>	<b>3-0</b>	<b>None</b>
ACC622	<b>Accounting for Decision Making</b>	<b>3-0</b>	<b>ACC515</b>
FIN-623	<b>Financial Management</b>	<b>3-0</b>	<b>FIN-511</b>

<b>ECO-624</b>	<b>Macroeconomics &amp; International Political Economy</b>	<b>3-0</b>	<b>ECO-514</b>
<b>MGT-525</b>	<b>Business Communication &amp; Negotiations</b>	<b>3-0</b>	<b>None</b>
<b>LAW-526</b>	<b>Legal &amp; Regulatory Environment for Business</b>	<b>3-0</b>	<b>None</b>
		<b>18-0</b>	
<b>Semester-3</b>			
<b>MGT-612</b>	<b>Advanced Research Methods</b>	<b>3-0</b>	<b>MTS-513</b>
<b>MKT-613</b>	<b>Strategic Marketing</b>	<b>3-0</b>	<b>MKT-512</b>
<b>PRJ-7XX</b>	<b>Small/Mini Project I or Capstone /Consulting Project Phase I</b>	<b>3-0</b>	<b>None</b>
<b>XXX-6XX</b>	<b>---Elective I---</b>	<b>3-0</b>	<b>None</b>
<b>XXX-6XX</b>	<b>--Elective II---</b>	<b>3-0</b>	<b>None</b>
		<b>15-0</b>	
<b>Semester-4</b>			
<b>MGT-621</b>	<b>Advanced Strategic Management</b>	<b>3-0</b>	<b>MKT-512, MGT516. FIN-623</b>
<b>PRJ-7XX</b>	<b>Small/Mini Project II or Capstone /Consulting Project Phase II</b>	<b>3-0</b>	<b>MGT-612</b>
<b>XXX-6XX</b>	<b>---Elective III---</b>	<b>3-0</b>	<b>None</b>
<b>XXX-6XX</b>	<b>---Elective IV---</b>	<b>3-0</b>	<b>None</b>
<b>XXX-6XX</b>	<b>--Elective V---</b>	<b>3-0</b>	<b>None</b>
		<b>15-0</b>	
<b>Total Credit Hours</b>		<b>66-0</b>	



**Degree Awarding CGPA: Completion of the prescribed course work with the minimum degree awarding CGPA (2.5 out of 4.0).**

**Comprehensive Examination: Satisfactory performance in the comprehensive examination to be taken after completion of the prescribed course work with the minimum degree awarding CGPA.**

**Internship: Six to eight week supervised internship in an organization will be offered to complete MBA Project / Business project;**

**Exemptions and Credit Transfers: Students having passed a Post-Graduate Diploma or Certificate Course(s) from IBHM may claim credit transfer in the reciprocal course(s); provided that the total number of credit transfers does not exceed 50% of the total courses (11 of 22). Credit transfers may be allowed for the reciprocal courses (having same course code / Level, course title and course contents) passed with minimum B grade.**

**Disclaimer: Courses can be added or deleted on recommendation of IBHM curriculum committee and regulatory bodies.**

## **STUDENTS' CODE OF CONDUCT & RULES**

These rules are applicable to all students who are admitted to the Dow University of Health Sciences, and include undergraduate and postgraduate medical and dental students, students of management and other BS programs, and all those being trained in medical and allied health sciences in the constituent or affiliated institutions, hospitals, healthcare institutions of DUHS.

### **Rules of Overall Conduct**

- 1 Students should avoid behaving against standards of ethics and morality while being on Campus, during University hours and within the means of transportation provided by the University.
- 2 Student must behave ethically and respectfully during all dealings with officials and staff members, and during interaction for academic and administrative matters.
- 3 Student must strictly follow deadlines announced for submission of candidature for any academic purpose (e.g. elective placements etc.).
- 4 Student should not engage in any such behavior which may create disruption during the class, including distracting during discussion sessions, taunting others, reading unrelated material, causing general disruption, or any such related activity.
- 5 Student is to avoid using mobile phone or such devices, which may disrupt learning process of other students during class time or sessions with teacher/faculty interaction.
- 6 Student can attend any training / curricular / co-curricular / extracurricular activity during the active academic session, with written and explicit permission from the Principal / Head of Institution.
- 7 Student must conform to the orders / directives /decision taken by the authorities, including Head of Institution / Disciplinary Committee / Academic Committee / Medical Board etc.
- 8 Student is to conform to the University's requirement of payment of fee for using any facility, including academic sessions, transport, examinations, sports, hostel etc.

## **Student Conduct Rules for Scholarships, Permissions & Documentation**

1. Student must provide accurate / authentic information while applying for any scholarship / financial assistance/loans, and should provide all pertinent documents as and when asked by the concerned offices for such purpose.
2. Student must avoid any act of taking unfair advantage either by deliberately hiding information or providing fabricated documents / misrepresentation of facts for award of scholarship / financial assistance / academic credit.
3. Student should strictly abide the terms and conditions accepted through undertaking / prescribed by the University for any Permission / waiver / financial award / scholarship.
4. Student should avoid unfair means / use of pressure to take advantage of financial / non – financial nature.
5. Tempering documents issued by the University / Institution for academic purpose will be considered major misconduct by the student.
6. Students are not permitted to engage in any sort of alteration in documents after signature / endorsement of stamp on any document and misrepresentation of facts to avail advantage from any other institution.

## **Other Rules for Conduct of Behavior during University hours and on Premises of the University**

- 1 University / College Identity Card, (ID) should be displayed by the student at all times, when the students are in the premises of the University or its constituent college / institute / School / Hospital etc. Faculty members and security staff are authorized to check I.D cards at any time.
- 2 Students are encouraged to follow proper channel for communication or writing to higher authorities. Any communication intended for higher authorities, needs to be routed through proper channel of the administrative authorities, such as the Vice Principal / Principal / Medical Superintendent / Director onward to the Dean/Registrar and then to the Vice Chancellor.)
- 3 No student or group of students shall form or participate in demonstrations for political societies / associations / organizations within the campus, unless sanctioned by the DUHS administration.

- 4 Unless specifically permitted, student or group of students are not allowed to enter critical areas, such as in construction floors/buildings, Building roofs, telephone exchanges, or laboratories, for use of office equipment(s) / machinery or lab equipment, unless supervised by staff or faculty.
- 5 No student is allowed to bring a weapon and/or ammunition, liable to cause injury, or any other harmful item, inside the premises of the campuses or sub-campuses of the University, including the affiliated hospitals.
- 6 No student or group of students will threaten, stop, harass, forcibly disallow or evict another student or group of students for any reason.
- 7 Misbehavior with faculty members and other staff members of the University and / or its constituent college / institute / school, hospital etc., by a student or a group of students is also prohibited. Such misdemeanors would attract penalties as severe as rustication and expulsion.
- 8 No outsider will be invited by the students to address any meeting at the University or its constituent college / institute / school, hospital etc. whether academic, social, religious or political, without prior written permission of the authorities. Decision of authorities will be final and taken on case to case basis for such visitors.
- 9 Students are not allowed to paste any poster, pamphlet or fix banners on the walls of the University.
- 10 Graffiti on walls (wall chalking) of the premises of the University or its constituent college / institute / school, hospital etc. be it, academic, social, religious or political, is also strictly prohibited.
- 11 Students are prohibited to play sports on the premises specifically during their own teaching hours and / or Clinical posting, as per their academic schedules.
- 12 Prior written permission from the authorities is required to arrange any program, picnic, musical concert or sports activities etc. within and outside of the University premises. In this regard, if granted, consent will be forwarded from HoD/ Principal/ Director to be notified to the Registrar and the concerned Department/ Institute/ School or College, which will make any arrangements of the outside program/activity, including any appropriate transport and supervision from the University. For any external event/ program, 1-2 university officials may be included, upon the discretion of the Principal, for supervision purposes, depending on the number of students allowed to participate in the program.
- 13 No student or group of students is allowed to collect money/funds, unsanctioned or sanctioned within the University for any purpose, unless sanctioned by the Competent Authority.

- 14 If any student wants to publish his/her scientific or literary article, he/she must get the draft approved by the Principal/Director, along with the research department Head/ or any appropriate authority. They are also required to submit the copy of the final article /paper (to be published) to the Office of Research Innovation, and Commercialization-DUHS, for record purposes to the University.
- 15 Students will not be allowed to address the media or the national press on any subject, political or otherwise.
- 16 Smoking, pan chewing, littering, spitting and other activities is strictly prohibited in the classrooms, laboratories, seminar / tutorial rooms, library or any other premises, during and after college hours and wards during clinical postings.
- 17 Willful damage to either public or personal property of the University and / or its constituent college / institute / schools, Department by a student or a group of students is prohibited and would be liable to penalties as severe as expulsion and rustication, along with payment to repair damages.
- 18 Use of loud speakers / amplifiers, megaphone is prohibited within and close by to the premises of the University, its departments and especially nearby to any teaching or affiliated hospital areas.
- 19 No student will be allowed to park his / her car inside the premises of the college / University, unless specifically allowed by the competent authority or the Principals or Resident Directors of the campuses. The students, if allowed, are to park with their own liability regarding vehicle safety.

**a) Suspension**

A student shall be liable for suspension up to six months if he/she commits any of the following acts:-

- I. Misbehaves or quarrels, including physical violence, with any teacher or member of the staff, uses unbecoming, indecent or filthy language, incites other students to violence, shouts, abuses, quarrels or fights with fellow students, riots or raises slogans to hurt others, politically or religiously, Interferes with the administration, including the mode or schedule of the examination, indulges in acts of immorality, including remains absent continuously for more than a prescribed period of time, without prior permission or notice.
- II. Must avoid using social media against any faculty or student / group of students in order to malign them or to spread false gossip/rumors that may be classified as bullying. Bullying is classified as hostile intent, with imbalance of power, repetition, distress, and provocation of the intended target, either through use of social media or otherwise.



## b) **Suspension and Rustication of Student**

A student may be suspended for a period of 1-3 years, to be determined by the Principal/Director and the Competent Authority, due to any of the following acts:-

- i. Taking forceful possession, making unauthorized use or damaging any property of the University or its premises.
- ii. Involving in any agitation activity, including harassment, sexual harassment, and stalking, threatening or violent acts.
- iii. Found indulging in activities, prejudicial and detrimental to the good order of the College.
- iv. Adopting unfair means during examination or any other tests.
- v. Displaying academic dishonesty.
- vi. Disobeying an order of suspension passed against him or her.
- vii. Any other act, which the principal or the disciplinary committee considers inappropriate.
- viii. Anybody who does not submit the prescribed undertaking about non-involvement in political activities.

**NOTE: - Any Student Suspended Or Rusticated For The Reasons Mentioned Above Shall Not Be Allowed To Appear In The Examinations Of That Year Until Allowed By The Principal Or The Competent Authority Of DUHS.**

## c) **Drop off/Struck off of Student from University Rolls**

- i. A student is liable to be expelled from the college if he/she commits any of the following acts and this order shall be final and irrevocable.
- ii. If he/she is found in possession of fire arms or lethal weapons or Narcotic drugs in the college premises, hostels, examination halls, teaching hospitals or any other area as specified by the university administration.
- iii. If he/she is remains absent for more than the “prescribed period of time”, without permission of the Principal / Director, his/her admission shall be cancelled by the disciplinary committee of that college / institute and struck off rolls by the Principal/ Director.
- iv. In violation of academic rules, as per PMDC, PNC, PCP, NBEAC, or HEC policy for other BS/ Bachelors and Masters/ MPhil/ Ph.D. program policy.

- v. For Master/ M.Phil. and Ph.D. programs, a student may be struck off from the University, Program enrollment, after exceeding maximum duration of the program, as notified by School of Postgraduate Studies & **BASR**.

**d) Student’s Disciplinary Rules & Procedure**

- i. Any student indulging in conduct contrary to the above mentioned rules shall be dealt with in accordance with the Dow University of Health Sciences Conduct Rules and the procedure mentioned below:
  - a. Each constituent college will have a Disciplinary Committee to be notified with the approval of the Vice Chancellor, to deal with all the disciplinary matters.
  - b. The Principal on any complaint, may initiate action against any student of the college and refer the case to the Disciplinary Committee of the college for appropriate recommendation.
  - c. Before taking any action, the Principal shall serve a show cause notice to the student indicating briefly the charges against him. The accused student will have to give a written reply within seven days. He / She will be afforded a chance for personal hearing after which the Principal of the constituent college is empowered to suspend, rusticate or expel the student.
  - d. The student to whom the Principal has suspended, rusticated or expelled from the college may make appeal to the Vice Chancellor against the decision of the Principal within 30 days.
  - e. Any student whose name appears in the F.I.R. pertaining to any non-bail-able offence as specified in the criminal procedure code (CrPC) will be suspended. During the pendency of the case he/she will not be allowed classes or take up any examination.

**e) Dress Code**

**DRESS CODE POLICY for IBHM**

	<b>Male Students</b>	<b>Female Students</b>
<b>1</b>	<p>Appropriate attire is Business Casual, which may include, but is not limited to, dress pants/dress shirt, khakis, shalwar kameez.</p> <p>Inappropriate attire includes T-shirt,-T-shirts with writing other than company logo, Sweatshirts, beachwear, Exercise wear, shorts, three-quarter pants, and Jeans of any kind.</p>	<p>Appropriate attire is Business Casual, or attire that is appropriate for a Business school environment.</p> <p>Inappropriate attire includes T-shirts with writing (other than a company logo), Beachwear, sleeveless blouses or shirts, cropped shirts, clothing showing midriff, tight or exposed clothing, and jeans of any kind. Also, sleeveless/tight/exposed or outrageous dresses of any kind are not allowable attire.</p>

2	Appearance should be neat and groomed in all aspects; NO Coloring/highlighting of the hair; long hair in a style not appropriate for students	Coloring or highlighting of the hair that is distracting or inappropriate for a business/academic environment is not allowed.
3	Slippers is not appropriate for a business school should not be worn; Boys are encouraged to wear dress shoes/closed toe shoes.	Slippers are not allowed to be worn
4	Students are advised to have formal attire during presentations.	Students are advised to have formal attire during presentations

## Business Attire

The following guidelines apply to business attire:

- For men, business attire includes a long-sleeved dress shirt, tie, tailored sports coat/jacket worn with dress trousers (not khakis) and dress shoes.
- For women, business attire includes shalwar kameez/kurta, coordinated dressy separates worn with or without a jacket, and conservative, closed-toe shoes.

NOTE: violation of any rule, policy and procedure of the institute shall result in disciplinary action, including suspension from the institute.

Ref: Policy For Students' Code Of Conduct, Document Number: DUHS / REG/ SOP / 09

### f) Rules for Library

- 1 One book can be borrowed from the library at one time.
  - a) Books will not be issued without library card.
  - b) Book can be borrowed for a maximum period of 3 days.
  - c) There is no lending facility for reference books, CD's periodicals and newspapers.
  - d) Any title in the lending section can be reserved in advance, please make request at the library desk.
2. The following rules pertain to re-issuance of books. Books can be issued consecutively a couple of times only.
  - a) A late fine determined by the library committee of each campus will be charged if book is returned late.
3. The following rules pertain to book lost / damaged.
  - i. In case of damage, full price of the book will be charged.
  - ii. In case of loss of book, full price of the purchase price will be charged to the student and will be required to be paid prior to clearance upon graduation from program.
  - iii. No marking, either in pencil, pen or highlighter is allowed on the books. The book will be inspected at the time of return. In case books are found marked, a fine will be charged.
4. Reference books will not be issued for photocopy by any departmental or University library.

5. Privileges and usage or membership of library or digital libraries of DUHS can be withdrawn/ cancelled, wherein the student is found to be in continual violation of rules of the digital or reading library.

**g) Classroom Misconduct, Plagiarism And Unfair Means For All Degree Programs**

- i. **Classroom Misconduct:** Faculty members have the authority to protect against classroom misconduct by creating and maintaining an environment that is conducive to learning.
- ii. Classroom misconduct is any behavior which disrupts or interferes with the learning environment.
- iii. Therefore, students are required and expected to conduct themselves in a mature and considerate manner, taking into account the Core Values of DUHS.
- iv. Students should conduct and express themselves in a way that is respectful to all individuals, including, faculty, staff and peers.
- v. This includes respecting the rights of others to comment and participate fully in class, without interruption and without judgment.
- vi. In this regard, should follow instructions of teacher during the class and avoid arguments of nature not related to the class discussion or other than the topic under discussion in class.
- vii. If any student will not follow the rules he/she will be sent to disciplinary committee for necessary action.

**h) Examples of Classroom Misconduct may include the following:**

- i. Engaging in behavior that disrupts or interferes with the learning environment.
- ii. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
- iii. Using cell phones or other electronic devices, including laptops, hand held devices, Tablets that disrupt the learning process or disrupt teaching environment may amount to classroom misconduct and faculty members have the right to restrict the use of electronic devices in their classrooms.
- iv. Entering the classroom late or leaving the classroom prior to the end of class may be considered a disruption to the learning environment.
- v. Students with approved accommodations with respect to disability, have the right to receive and utilize appropriate accommodations, which may include behavior or the use of technology otherwise restricted.
- vi. The University has a strict policy to guard against cheating and other classroom misconduct. Examination process is monitored through strict invigilation by internal and external examiners to prevent cheating. Examiners are varied and chosen from external colleges/institutes.

## **i) Plagiarism Policy**

- i. Dow University of Health Sciences follows the Plagiarism Policy designed and recommended by the regulatory authority; Higher Education Commission (HEC), Pakistan.
- ii. The formation of the University Plagiarism Standing Committee, DUHS ensures the implementation of the HEC's plagiarism policy, along with adoption of the Policy, which was approved in the 70th Meeting of the Syndicate of DUHS. Furthermore, all cases are investigated and findings provided to the competent authority for further action, as per HEC policy guidelines.
- iii. The cases of plagiarism are dealt in the light of the plagiarism policy of HEC, through the University Plagiarism Standing Committee and the recommendations of this committee are then forwarded to Vice Chancellor, onward to the Syndicate for final implementation of actions.
- iv. The integrity of the University is maintained to guard against plagiarism by following HEC guidelines for plagiarism. The thesis work of a student is not allowed to be submitted to the BASR, nor is it allowed to be defended, unless it is cleared by Turnitin, plagiarism detecting software, which clearly indicates the level of similarity of students' work with others submitted. Therefore, a clearance certificate is necessary before students' theses are accepted for submission.
- v. Furthermore, in accordance with HEC guidelines, a University Standing Plagiarism Committee is constituted that maintains the standards of integrity and investigates all cases of plagiarism, in accordance with HEC's plagiarism policy.

## **j) Attendance Policy**

- i. Students should avoid entering the classroom late and early leaving, without a valid reason and due permission of the teacher.
- ii. Students should not use unfair means for attendance.
- iii. Satisfactory Attendance mandatory for appearance in examinations is **75%**, for all undergraduate University programs, which may be strictly enforced at all times.
- iv. The students are referred to the website for the examinations calendar of their respective college or institute. The examination calendar is to be adhered to for all dates of semester and annual examinations, and is uploaded on the website prior to the conduct of classes in professional year course and semester programs.

Ref: Policy For Students' Code Of Conduct Document Number: DUHS / REG/ SOP / 09

## **HARASSMENT POLICY STATEMENT**

1. Sexual harassment is prohibited at IBHM and constitutes a punishable offence under this policy
2. In much as sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment specifically one in which scholarly pursuit may flourish,

IBHM will not tolerate the sexual harassment of any member of the IBHM community and will strive through education and deterrence to create an environment free from such behavior on its premises.

3. Institute affirms the right of every member of its constituencies to live, study and work in an environment that is free from sexual harassment. Behavior constituting sexual harassment as defined in this document is incompatible with standards of professional ethics and with behavior appropriate to an institution of higher learning.
4. IBHM recognizes that as an academic and free community, it must uphold its fundamental commitments to academic freedom along with freedom of expression and association. It will maintain an environment in which students and teaching and non-teaching staff can engage in free enquiry and open discussion of all issues without intimidation and harassment by others.
5. An academic and free community must also include freedom of movement and freedom of access to facilities and resources without fear of harassment, discrimination or violence.
6. All persons entrusted with authority by the institute, have a particular obligation to ensure that there is no misuse of that authority in any action or relationship.
7. Sexual harassment is a serious human rights issue. It can be exacerbated by discrimination on other grounds of vulnerability such as gender, poverty, disability, race, religion, ethnic origin or sexual orientation.
8. The university recognizes its legal and moral responsibility to protect all of its members from sexual harassment and to take action if such harassment does occur. To these ends, it has developed a policy on, and procedures for, dealing with complaints of sexual harassment, including a range of disciplinary measures up to and including dismissal. It has also established an educational program to prevent incidents of sexual harassment
9. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc.

Ref: Policy Guidelines Against Sexual Harassment in institutions of Higher Learning Higher Education Commission

## **STUDENT SOCIETIES**

There are five societies at IBHM. Students can be a part of any society to enhance their skills through co-curricular and extracurricular activities. Societies are working under the supervision of patrons who are faculty members. Officials of societies are selected by the society patrons, with consent of other teachers and director, based on overall behavior of student, morality, leadership skills and skills required for particular society. Oath taking ceremony is conducted by IBHM after every selection of societies every year.



## **Debate & Literary Society**

The function of debate and literary is to initiate, spark, and facilitate communication, reading & writing skills within the student body.

## **Dramatics & Entertainment Society**

This society works to create the fun filled environment through various creative and interesting activities at IBHM.

## **Community Service Society**

Community Service Society performs to serve the society by paying back. Main responsibility is to initiate programs to reduce illiteracy, poverty & performing other CSR activities through fundraising.

## **Sports Society**

Sports Society is successfully working to spark the spirit of sportsmanship among students & facilitate them to participate in healthy activities.

## **Corporate & Entrepreneurial Society**

The purpose of CES is to enhance the exposure of students with the real world by educational field trips and to arrange speaker sessions /workshops to enhance leadership skills of students, and to provide them good opportunities to serve the nation.

## **DOW'S IBHM TOASTMASTER'S CLUB**

Institute of Business and Health Management (IBHM) of Dow University of Health Sciences is the first university in Karachi, Sindh to establish Toastmasters International club for its students. Dow's IBHM Toastmasters club (IBHM, Dow University of Health Sciences) proudly declares to become an official club of Toastmasters International with Club Number: 07738665, District 122, Area B2. Charter Date: May 15, 2020.

By the grace of Almighty Allah, IBHM has got an official charter. Now you will be able to grab excellent job opportunities due to their excellent soft skills. Toastmasters International is a nonprofit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. Headquartered in Englewood, Colo., the organization's membership exceeds 364,000 in more than 16,200 clubs in 145 countries. Since 1924, Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators, and leaders. In three decades, they've grown a long list of celebrated alumni, including political figures, actors and speech-writers. Toastmasters give you a place where you can develop the skills that employers most value. In Toastmasters' sessions,

members have the opportunity to practice skills that help with many of the common demands of the workplace, including:

- **Answering questions on the spot**
- **Delivering presentations**
- **Learning leadership and management skills**
- **Fostering productive work relationships**
- **Developing and presenting ideas effectively**
- **Sharpening listening skills**

Toastmasters help you to develop soft skills such as communication and leadership, through participation in their training programs, activities and networks. Through Toastmasters' 'Pathways' education program, students can develop a broad range of skills that are important in many business contexts. Pathways are designed to help you build the skills you need to communicate and lead. It is comprised of 11 paths that teach more than 300 unique competencies. You can develop real-world, transferable skills in many different areas — communication, leadership, management, strategic planning, service to others, public speaking and more.

As you progress through Pathways, you will:

- Practice and improve your communication and leadership skills.
- Give speeches in your club based on assignments in Pathways.
- Challenge yourself to build and refine certain competencies and skills.
- Complete a range of projects that include persuasive speaking, motivating others, creating a podcast and leading a group in a difficult situation.

Join Dow's **IBHM** Toastmasters Club & embark on a journey of personal and professional development. Our students can easily access all the benefits of this established international community!

**For membership details**

erum.ghayas@duhs.edu.pk

**Useful Links**

[https://instagram.com/dow\\_ibhm\\_toastmasters\\_club...](https://instagram.com/dow_ibhm_toastmasters_club...)

<https://www.facebook.com/dowibhmtoastmasters>

Dow's IBHM Toastmasters Club

@dowibhmtoastmasters

<http://www.toastmasters.org>