STUDENT HANDOUT
Spring - 2025

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The Rector's Message

The IMS success over the last 38 years can be attributed to a number of factors, but to me the over-arching driver of IMS achievements and success is the unwavering commitment to our mission. With an increasing trend towards globalization there will always be a dire need for high-caliber business and IT professionals. IMS focuses on developing these human resources and bridges this gap with a mission to provide high-quality education, preparing our graduates to meet the ever-demanding challenges prevailing in the market. IMS firmly adheres to this consciousness, striving constantly towards academic excellence. The management, faculty, staff, and students work harmoniously towards this shared goal. At IMS the concept of professionalism implies accepting the responsibility for one's job with a sense of dedication, zeal and commitment, and performing work to the highest possible level of professional ethics. Since its establishment in 1986, IMS has made a name for itself within and outside the country. We are motivated by employers showing preference for our graduates. Our graduates in Business and Computer Sciences have established their mark in both the public and private sectors through the quality of their professional training. Today, IMS is truly one of the leading chartered institutions of Higher education in the country.

We have been successful in the immediate objective of maintaining a high professional and academic standard for all IMS programs and have risen to the forefront of education in computer and management sciences in the private sector. The Institution has responded to the growing importance of information technology and management studies by launching state-of the-art programs and courses mainly focusing in these areas. I must extend my heartiest congratulations to the management, faculty, staff, and students who have worked with zeal, diligence, and commitment to the development of this Institution. While keeping our mission and focus in view, we are constantly searching the horizon to seek more opportunities to enhance our contribution to the cause of higher education in the country. We shun complacency. I am confident that the capable and dynamic team at IMS will continue to offer more programs and conduct activities to add value to our 'product' - the brightest, young professionals equipped with the professional skills and personal traits to make a significant and positive impact both in their work environment and society at large. Outside Pakistan, there are a number of examples of the contribution of the private sector in establishing centers of excellence and learning. Their efforts are visible in the quality of their human resource and success in every field of life including health and medicine, science and technology, liberal arts, and humanities. No country, no matter how rich, can meet its social obligation in the field of education through its own public resources. In view of this fact, a majority of the leading colleges and universities in the West are privately run. I am optimistic that further efforts by the private sector in Pakistan will not only improve the quality of undergraduate and graduate degree programs but will also be instrumental in making further progress in teaching, training and research which, in turn, can act as a catalyst for development in technology, economic recovery and sustenance. Our main task as a private sector educational institution is to expand the base of competent and qualified human resources in close liaison with, and all possible support to, the vision and initiatives of the Government. I am extremely pleased to inform you that IMS has truly understood national and international market demands and is endeavoring relentlessly to play its role in nation building. I am confident that the direction set by the IMS top management and the sincerity and dedication of the faculty and staff will help in further improving the IMS contribution to the cause of education as well as in raising our stature as a leading educational institution in the country. The IMS faculty members are involved in different research projects. The advanced courses offered to students aim at inculcating in them the ardent desire for academic research and investigation.

Knowledge is power. Some measure of the immense power of knowledge is depicted in the sayings of The Prophet Muhammad (PBUH). He states "With knowledge man riseth to the heights of goodness and to a noble position, associateth with sovereigns in this world, and attaineth to the perfection of happiness in the next". As prospective students you face an era plagued with mediocrity, materialism, selfishness,

conflict and inequity. I urge you to seek knowledge to eradicate these evils. We are blessed with a proud heritage of great scholars and visionaries such as Muhammad ibn Musa al-Khwarizmi (mathematician), Al-Ghazali (philosopher), Ibn Khaldun (historian), Sir Syed Ahmed Khan, Allama Dr Muhammad Iqbal, Quaid-i- Azam Muhammad Ali Jinnah, Nayyar Ali Dada, Dr Mahbub ul Haq, and Dr Zakir Naik. In contemporary society there is an ever-pressing need to regain lost ground with respect to knowledge creation and scholarly achievements in Pakistan. Certainly, there is a pressing need for the Muslim Ummah to regain its past glory. In the context of our beloved Pakistan, the need for enhancing knowledgeand enlightenment cannot be over emphasized. I urge students to rise to the occasion and meet the challenges of lifting the nation and the Muslim Ummah through the beacon of knowledge. It is indeed ourbest weapon to overcome a host of pressing problems that currently confront us. I urge you to work withunwavering zeal and commitment to make a quantum improvement in all spheres at the national, regionaland individual levels. Let us resolve to re-double our efforts to make Pakistan shine ever so brightly in thetop echelons of the comity of leading nations of the world. Before concluding, let me remind you of a sagacious saying of our Holy Profit (PBUH) – "Seek knowledge from the cradle to the grave". I feel greatpleasure in sharing with you the good news that IMS has planned to build and develop a vast IMS campusat a prime spot locally for which land has been acquired. It is hoped that the new campus will not only meet all challenges / needs of Higher Education but will also provide a congenial environment to all. So,dear students keep your quest for knowledge and understanding alive. I wish you great success.

CHAPTER 1

1.1   Know IMS

The Institute of Management Sciences (IMS) Lahore, formerly known as the Pak-American Institute of Management Sciences (Pak-AIMS), is a project of Al-Karim Educational Foundation (AKEF), established in Lahore, Pakistan, in 1986 as the Canadian School of Management Learning Center, Lahore. Later the name was changed to The Pak-American Institute of Management Sciences (Pak-AIMS) to reflect the Institute's Articulation Agreement with college of Staten Island of City University of New York (CSI/CUNY), USA, which offers undergraduate, graduate, and post-graduate Programs in Management and Computer Sciences.

Pak-AIMS was issued NOC by the University Grants Commission (UGC), now known as the Higher Education Commission (HEC) for the award of charter in 1995. Later on, the Institute was chartered as "The Institute of Management Sciences, Lahore" by Government of the Punjab vide Ordinance 2002 and Punjab Ordinance No. XXIII of 2002 and was given degree awarding status.

IMS is a pioneer in business and computer education with five hundred students at its campus located in Gulberg III, Lahore. It also has permanent faculty members, who teach more than 80 courses in two semesters. Within the span of four decades, Pak-AIMS has continued to enjoy leadership in MBA degree program and now stands shoulder to shoulder in healthy competition with the local universities such as LSE, UMT, UCP, FAST and IBA. In 1980s, Pak-AIMS had the privilege to enroll high-quality students in the MBA program. Incorporating high standards in business education, Pak-AIMS has excelled in educational standards and until today it is playing a vital role in the country's education by producing graduates both for the local and international market. It has established liaisons with the corporate and industrial sectors and provided a sizeable number of graduates who have been serving the country for more than four decades.

1.2   IMS Vision

Institute of Management Sciences (Pak-AIMS) would become a leading nationally and internationally recognized teaching and research degree awarding institution / university in Management sciences, Computer Sciences and related disciplines producing future leaders equipped with academic excellence and managerial skills capable of contributing towards Sustainable socioeconomic development of the country in general and the international Community in particular.

1.3   IMS Mission

Institute of Management Sciences (Pak-AIMS) endeavors to contribute to nation building by producing responsible citizen and competent professionals. It aims at gaining a competitive advantage through emphasis on merit, high educational standards, professional ethics and students' personal grooming. It is committed to be responsive to academic and socioeconomic environment through innovations in its curricula, teaching and research practices. The institute would maintain a welfare orientation and progressive outlook so as to develop academic programs compatible with the formidable spirit of time.

1.4   IMS Core Values

IMS has five core values that are always at the heart of its mission, ground and enliven the institution's academic and co-curricular programs and its operating ethos. These values mark the IMS identity, heritage, and commitment to knowledge for both personal growth and social progress.

Integrity: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively in a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust.

Merit: IMS promotes a merit-based academic environment that is open and transparent for all of its policies and practices, guaranteeing that the faculty's skills, performance, and professional growth are never compromised.

Professional Excellence: We support the intellectual progress of our students, faculty, and staff throughout their whole careers. We are dedicated to the unlimited pursuit of knowledge and ongoing improvement in both teaching and learning.

Professional Ethics: The IMS places a strong importance on ethical behavior and excellent professional standards among its staff and students. Honesty, fairness, and respect for others are values that are demanded of both staff and students. The metaphor of the reflective practitioner serves as the conceptual framework's cornerstone for the Institute of Management Sciences. Reflective practice involves reflecting on and taking responsibility for one's actions through the continuous planning and replanning of professional practice. The philosophy we embed in this model advocates professional responsibility and individual awareness of one's own belief systems and limitations, as well as those embodied in the diverse populations we encounter professionally. This involves adapting to the needs of different populations by analyzing and explaining problematic situations, testing hypotheses, and continually reformulating one's understanding of practice through critical thinking, discussion, scholarship, and collaboration.

Humility: We understand each other's perspectives and exhibit humility at all times, appreciating their experiences and ideas.

CHAPTER 2

2.1 PROGRAMS OFFERED BY IMS:

Post Graduate Programs

M.Phil (Management Science)	Master of Philosophy in Management Sciences
M.Phil (Computer Science)	Master of Philosophy in Computer Science
MBA (2 Years)	Master in Business Administration

Undergraduate Programs

BBA (4Years)	Bachelor in Business Administration
BS(Accounting & Finance)	Bachelor of Science in Accounting & Finance
BS (CS) (4-Years)	Bachelor of Science in Computer Science
BS (IT) (4-Years)	Bachelor of Science in Information Technology
BS (SE)(4-Years)	Bachelor of Science in Software Engineering

2   Years Program

ADP (Business Administration)	Associate Degree Program in Business Administration
ADP (Accounting & Finance)	Associate Degree Program in Accounting & Finance
ADP (Computer Science)	Associate Degree Program in Computer Science

2.2 Eligibility Criteria
Program wise requirements for admission:
a. Undergraduate Programs
1) **BBA.** *Applicants must have completed their:*
   a) Higher Secondary School Certificate with a minimum of 45% marks.
   b) A' Levels with a minimum of 2 'B's and 1 'C' in three principal subjects there should be no grade less than a 'C' across the three principal subjects **or** IBCC equivalency certificate show's greater than 45% marks.
   c) No credit is applicable for any subsidiary, general, or advanced supplementary paper, **or**
   Equivalent from a recognized Institute/Board.
2) **BS Program.** *Applicants must have completed their:*
   a) Higher Secondary School Certificate (Pre-Engineering) with a minimum of 50% marks, **or**
   b) Higher Secondary School Certificate (General Group with Mathematics) with a minimum of 50% marks, **or**
   c) A' Levels with a minimum of 2 'B's and 1 'C' in three principal subjects such that there should be no grade less than a 'C' across the three principal subjects or IBBC equivalency certificate show's greater than 45% marks. No credit is

applicable for any subsidiary, general, or advanced supplementary paper; Applicant are required to submit the equivalency certificate from IBCC, **or** Equivalent from a recognized Institute/Board.

3) **Conventional Degree.** BA/BSc with 45% can be admitted in 5th semester BS/BBA (4 years program), subject to completion of deficiency courses through a bridging semester before commencement of 5th semester and approval of admission committee.

b. Graduate Programs.
1) **MBA (Two years)***. *Applicants to the MBA Program must have:*
   a) A minimum of **16 years** of education (culminating in a master degree or equivalent) out of which 4 years (124 CHrs) should have been spent in an HEC recognized university / degree awarding institute* with **2.0 CGPA or 45%** in last degree (whichever is applicable).
   b) The **GAT** general test conducted by NTS/IMS with minimum 50% score
   c) IMS, BBA graduates applying for admission to MBA program, with a CGPA of 2.0 or above are **exempted** from the IMS test.
   d) Students with relevant Business education with 16 years of education can earn an exemption up to 30-36 CHrs to be decided by the IMS.

2) **MPhil Program.** *Applicants to the MPhil Programs must have:*
   a) **Computer Science:**
      i. **BS-4 years degree** in computer science from a recognized/ chartered institute **or** its equivalent as determined by HEC/IMS rules**, or**
      ii. Conventional Master Degree (2 years) e.g. MSc (CS)/MCS/ MIT with deficiency removal courses, if required, to be decided as per HEC/IMS rules or its equivalent from recognized/ chartered institute.
      iii. **16 years** education (Science and Engineering graduates) are eligible but they have to cover deficiency removal courses as determined by HEC/IMS rules.
      iv. At least CGPA of **2.0** (on a scale of 4.0) or **60% Marks**.
      v. The **GAT-** general conducted by the National Testing Service/IMS with a minimum 50% cumulative score will be required *at the time of admission in M.Phil. CS program.*
   b) **Management Sciences**
      i. 16 years of Education/BBA/B.Com. (Hons)/BS Accounting and Finance with minimum CGPA 2.0 or 60% marks.
      ii. The **GAT-**general Test conducted by the National Testing Service/IMS with a minimum 50% Cumulative score is required.
3) **PhD Program.** *Applicants to the PhD Program must have***;**
   a) **Admission requirement**
      i. MPhil in relevant subject from HEC recognized local / foreign university. A minimum 60% aggregate marks in the last degree; provided numerical scores of each subject are mentioned in the mark sheet, **or**

ii. A minimum of 3.0 CGPA on a scale of 4.00 in the last degree where applicable, provided letter grades of each subject are mentioned in the mark sheet.

iii. Less than 3 CGPA may be allowed subject to satisfaction of admission committee and taking additional courses 9 – 12 CHrs of level 7 (taking zero semester) and scoring minimum 3 CGPA.

iv. PhD candidates will also have to fulfill more specific requirements laid out by the respective departments. All other degree holders must provide an equivalency certificate from HEC (www.hec.gov.pk).

b) Subject **test** must be cleared prior to Admission to the PhD program.

c) Provisional admission to PhD in continuation of MPhil may be allowed by the Admission Committee, subject to undertaking that MPhil exam will be cleared within a year and passing of test as per HEC policy.

d) Within first 6 semesters from the date of registration to the PhD program, must complete course work, comprehensive examination, research proposal/synopsis defense otherwise registration should be cancelled due to non-compliances to degree prerequisites. Complete **flowchart** for guidance is attached

c. Associate Degree Program.

1) Two years program Comprised of four regular semesters (Inclusive Gen education requirement and internship).

2) Exit/Entry. Option to join 5th semester BS/BBA (4 years program), similarly BS / BBA 4-year program student can exit after 4th semester with Associate degree, if having 2 CGPA.

3) Maximum 6 semesters allowed for ADP with statutory body approval.

2.3 COURSE REQUIREMENTS:

Ph.D. (Computer Science)	30 Cr. Hrs.
Ph.D. (Management Science)	30 Cr. Hrs.
M.Phil (Management Science)	30 Cr. Hrs.
M.Phil (Computer Science)	30 Cr. Hrs.
MBA (2 Years)	66 Cr. Hrs.
BBA (4Years)	135 Cr. Hrs.
BS(Accounting & Finance)	134 Cr. Hrs.
BS (CS) (4-Years)	133 Cr. Hrs.
BS (IT) (4-Years)	133 Cr. Hrs.
BS (SE)(4-Years)	133 Cr. Hrs.
ADP (Business Administration)	72 Cr. Hrs.
ADP (Accounting & Finance)	71 Cr. Hrs.
ADP (Computer Science)	72 Cr. Hrs.

2.4 DURATION:

PROGRAMS	MIN. TIME REQUIRED	MAX. TIME LIMIT
Ph.D. (Computer Sciences)	3 semesters	5 semesters
Ph.D. (Management Sciences)	3 semesters	5 semesters
M.Phil (Management Sciences)	4 semesters	6 semesters
M.Phil (Computer Science)	4 semesters	6 semesters
MBA (2 Years)	4 semesters	8 semesters
BBA (4Years)	8 semesters	12 semesters
BS(Accounting & Finance)	8 semesters	12 semesters
BS (CS) (4-Years)	8 semesters	12 semesters
BS (IT) (4-Years)	8 semesters	12 semesters
BS (SE)(4-Years)	8 semesters	12 semesters
ADP (Business Administration)	4 semesters	6 semesters
ADP (Accounting & Finance)	4 semesters	6 semesters
ADP (Computer Science)	4 semesters	6 semesters

2.5 Attendance Policy

Undergraduate students.

a. In order to appear in the final examination of a course, a student must have attended at least **80%** classes held in that course (failing which the student will be given failing grade in the course).

b. In case of valid reasons, on the recommendation of department HoD, the concerned Dean may relax the above-mentioned limit to 75%.

c. In case of *attendance less* than the required level, the student will be required to **repeat the course** in the *summer semester.*

d. Department will forward the short attendance data to the Dean for approval and forward the same to the Examination / Student coordination office as per the schedule issued by the examination office.

e. All absences, whatsoever, must be within allowable limit.

f. In case of absence due to any genuine reason, late admission, medical reasons, or change of course, the teacher may give extra (*makeup*) material to the student to compensate the deficiency because of the absence subject to the approval of Dean through departmental board of study.

g. If a *student misses* any assignment / quiz for whatever reason a *makeup will not be given* and the student would get a failing grade in the assignment / quiz.

h. The exams missed because of medical emergencies or extreme circumstances with a clear proof will only be allowed to have a make-up. ***Make-up exam fee is Rs. 2500/-***

2.5.1 Leave Rules

The student absenting himself from **classes ≤ 7** shall be charged fine on each absence along with intimation to the parents **@ Rs. 150 per absence** such as:

i. The student absenting due to illness and submits an application with evidence (medical

certificate, doctor's prescription on letter pad bearing name and registration number of the doctor) the very next day of the date of absence.

j. In case of emergency like death/marriage of a real relative and the student's parents report submitting an application the very next day of the date of absence.

k. The student participating in Co-curriculum and Extra-Co-curriculum activity and submits the application through his teacher in-charge of the activity, before the date of absence.

2.6 Grading

Relative grading system will be used to calculate GPA for evaluating the performance of a class by the faculty teaching the particular course. Relative Grading allows for screening students according to their performance relative to their peers.

2.6.1   Grade Scale – GPA vs Annual System

Grade	Grade Point	Percentage	Interpretation
A	4.00	80 and above	Excellent
B+	3.30	75-79	
B	3.00	70-74	GOOD
C+	2.50	65-69	
C	2.00	60-64	AVERAGE
D+	1.50	55-59	
D	1.00	50-54	PASSING
F	0.00	below 50	FAILURE
I	Incomplete		
W	Withdrawal		

2.6.2   Award of "F", "I" and "W"

  a. Grade "F"
- ✓ In case of academic failure, the student shall be awarded as "F" grade.
- ✓ If the attendance of a student in a particular subject is less than the required attendance, he / she shall not be allowed to appear in final examination of that subject. Moreover, he / she shall be awarded "F" grade in such subject(s).

  b. Grade 'I'
- ✓ If a student because of illness or any other genuine reason fails to complete the requirements of a course, he / she may be awarded as "I" grade.
- ✓ Departmental Board of Studies will make initial inquiry to the subject matter and forward the case for the approval of concerned dean of the faculty.
- ✓ For the award of "I" grade, attendance of the student must be more than 75%.
- ✓ Mid Semester Examination. Whenever a student misses Mid Semester Examination due to reasons acceptable to the Departmental Board of Studies and approved by the concerned dean, examination office shall conduct examination but not later than four weeks from original date of missed Mid Semester Exam
- ✓ End Semester Examination. Whenever a student misses End Semester Examination due to reasons acceptable to the Departmental Board of Studies and approved by the concerned dean, make up examination shall be arranged within first two weeks after the beginning of the subsequent semester.
- ✓ In case the student fails to make up the requirements of a course within two weeks from the commencement of subsequent semester, he / she will receive a grade 'F' **Note**: For the completion of missed course work requirements, student has to submitfee as per the policy.

  c. Grade 'W'
- ✓ "W" grade shall be awarded as per the explanation given under the head "Withdrawal of a course(s)"

2.7 Grade Point Average (GPA):

The grade point average is determined by dividing the total grade points attempted in a particular semester by the total number of credits attempted.

EXAMPLE:

Courses Enrolled		(a) Credits Attempted	(b) Grades Earned	(c) Grade Points	(d) = a.c Total grade Points
Course	1	3	A	4	12
Course	2	4	B	3	12
Course	3	3	B	3	09
Course	4	3	C	2	06
Course	5	2	F	0	00
Total	**15**				**39**

So,

$$\text{GPA} = \frac{\text{Total Points}}{\text{Total Credits Attempted}} = \frac{39}{15} = \mathbf{2.60}$$

2.7.1 Requirement for Graduation
Cumulative Grade Point Average (CGPA)

Programs	**C.G.P.A**
MPhil	2.50
MBA	2.50
BBA /BS	2.00
ADP	2.00

** Students whose cumulative GPA falls below the minimum required level must consider themselves on probation. A student does not have to receive an official notification of probation from the Institute.

Less than **1.70 CGPA in two consecutive semesters, student will be **DROPPED** due to academic deficiency.

2.7.2 Academic Probation.
The student is placed on academic probation (**see para f**) whenever his/her Cumulative GPA falls below the following levels:

MPhil/ MS	2.50
MBA (2 Years)	2.00
MBA Exe	2.00
BBA / BS (4 Years)	1.70

2.7.3 Continuation in the Program

For continuation in the program the minimum required CGPA must be maintained regardless of the number of credit hours completed. While on academic probation, the student must confer with the Office of the Registrar or the Dean to ensure his/her satisfactory progress. The student is allowed only one semester to bring the cumulative GPA up to the minimum required level. Failure to do so will result in the students' academic *suspension and ouster* from the program.

2.7.4 Repeating Courses

- A course with F grade may be repeated twice to obtain a passing grade. In a special case a third chance could be allowed by the Dean.
- A course with below C grade may be repeated to improve the grade.

2.7.5 Grade Appeal.

If a student is dissatisfied with a result, he / she will submit an application (appeal) to the examination department.

- If the issue is regarding the final examination, the student will be asked to submit the form with the fee applicable for rechecking of paper.
- If the issue is regarding the recording of marks by the teacher, the Head of the Department after discussing the matter with the faculty will either approve or disapprove the appeal.
- The request if approved will be forwarded to the Examination office with the reason ofalteration in grades along with the proof.

2.7.6 Probation.

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

i.   The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.

ii. The students acquiring GPA **1.7** and above but *failing in any paper(s)* will be placed on probation and promoted to the next semester *conditionally*. They will have to be registered for *summer semester to improve the grade*.

iii. Students acquiring GPA **less than 1.7** in two consecutive semesters and *failing in any paper(s)* even after attending summer semester for one academic year *will be dropped* from university rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 years BS degree program. Re-admission will be allowed after the payment of full admission fee

iv. Students on probation in **two consecutive semesters** even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.

v.   There will be maximum **two academic probations** in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A

student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of IMS. However, s/he can take re-admission only once during 4 years BS degree program.

vi. In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) subject to approval of statutory body. The student(s) who *will not complete studies within stated periods* including extension shall be **struck off** from the rolls of IMS.

vii. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.

viii. It is also mandatory to obtain at least 50% marks in Practical, Project, Thesis, Assignment, Test and Theory Paper separately/aggregate.

2.8 Student Assessment

Following activities may be scheduled in a course during a semester of studies for the purpose of student assessment and grading:

2.8.1 Quizzes:
Quizzes may be conducted frequently in each course at irregular intervals (recommended 2 per credit hour) throughout the semester, without intimation.

2.8.2 Midterm Exams:
Midterm Exam of one and a half hour duration will be conducted in each course according to the examination schedule. In the summer semester, there may be an hourly test instead of Mid-term Exams.

2.8.3 End Semester Examination:
A comprehensive examination of two hours duration will be given in each course on its completion and it shall cover the syllabus recommended by the departmental board of studies.

2.8.4 Class Assignments:
Assignments relevant to the course of study may be given and graded by the course teacher to substantiate the students' grasp of course contents.

2.8.5 Practical/Laboratory Tests:
Where applicable, these tests shall include all such examinations/evaluations necessary to ascertain the level of competence of practical application of knowledge acquired.

2.8.6 Projects:
Projects may be assigned to students as a practical/research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical application to solve a real world problem. Where projects are prescribed as part of the course assessment it is permissible for the project assessment to contribute to End Semester Examination score.

2.8.7 Case Studies:
Case-based courses, if there, may require a comprehensive Case Study to be submitted and evaluated as a contributing part of course grade.

2.9 Course Registration.

Courses in every semester would be offered as per the program roadmap i.e, the students are supposed to get themselves registered in all the courses given in the roadmap. However, the registrar may authorize any amendment to this rule, after the first semester, as a special case on the recommendations of the respective head of department and Dean.

Registration is valid only, if the dues are paid within the specified time. A student with the approval of program coordinator can be given up to 6 courses, if his / her CGPA is > 3 or in case of a graduating semester 2.5.

- ➢ **Late Registration** in the weeks following the registration period may be allowed by the Registrar. Late registrants will be liable to pay late registration fee of **10%** of the tuition. Itis pertinent to note that if a student fails to get register throughout the expiry of two consecutive semesters, he/she would lose right to continue the program.
- ➢ **Course Prerequisites.** Enrolment in certain courses cannot be allowed until the course prerequisite requirements are met. A student enrolling in a given course without meeting the prerequisites will be denied credit for the course.
- ➢ **General Rules**.
  - ❖ IMS reserves the right to refuse/cancel admission, change the requirements of any program, introduce new courses, or modify a program in any way deemed appropriate.The changes thus made would be applicable to all students regardless of their date of commencement.
  - ❖ The courses cannot be offered as guided course to any student
  - ❖ In case a course is full or is cancelled otherwise, administration reserves the right to shift any number of students to alternative courses
  - ❖ The students are **WARNED** that it is their responsibility to make sure that they satisfy the prerequisite requirements of each course.

2.10   ADD-Drop Courses
  - ❖ A student registered in a program may add, drop or change a course in the University unless with the permission from the Head of Department responsible for the program and subjectto the limit of allowed credit hours of a semester.
  - ❖ A student can **add** or change a course within **7 days** from the commencement of semesterclasses.
  - ❖ A student can **drop** a course within **2 weeks** from the commencement of semester classes.No Add or Drop, will be allowed after 3rd week of semester (**)
  - ❖ If there is additional fee involved a student has to pay the fee before attending the respective course.

2.11 Withdrawal

Withdrawal from Semester (**all courses**).
  - ✓ In case of an emergency / untoward, a student may be allowed to withdraw from all registered courses for the semester before the **mid semester test** subject to the following procedure:

- ✓ Student has to submit the application for Semester Withdrawal, with complete necessary documentation and justification, to the concerned head of department for initial processing of the case.
- ✓ The head of department will send the complete case to the Dean for approval.
- ✓ The registrar office shall notify the withdrawal of a semester and keep proper record. Moreover, a copy of complete set will also be forwarded to examination office for maintaining proper result.
- ✓ In case of a semester withdrawal **all** examinations / assessments undertaken by the student during the semester will become **null and void**.
- ✓ A maximum of **one** semester can be dropped in the entire degree program.
- ✓ The dropped semester courses **will not be displayed** on a student's transcript.
- ✓ Student is not entitled for refund of semester fee.
    Note: A withdrawn semester shall count towards the maximum permissible number of semesters to complete a degree program. *The semester withdrawal would not be allowed in first semester.*

2.12 Fee Adjustment
- ✓ Tuition fee may be adjusted or transferred to the next semester if a course is **cancelled**,and an alternative course cannot be offered within the first week of beginning of the classes.
- ✓ Tuition fee may be adjusted or transferred to the next semester if a student drops a course or a semester, one week before the beginning of classes with prior permission of the Dean or the Registrar.
- ✓ If a student chooses to drop out from **a course** or the program the fee paid **will not** be transferred to any other student's account.
- ✓ IMS refund the **100% tuition** fee before start of classes. After start of classes 50% tuition fee will be refund but **no** tuition fee will be refunded after the second week of classes.

2.13 Freezing of Semester
- ✓ Freezing / suspending of a semester is approved subject to extreme issue / problem beforethe commencement of semester classes duly recommended by the Head of the Departmentand notified by the Registrar office.
- ✓ Students are allowed to freeze / suspend the semester before the start of the academic session, if they have passed the final Examinations of previous semester and meeting theacademic standing of the IMS to remain registered.
- ✓ UG Students are not allowed to freeze more than **02** consecutive regular semesters.
- ✓ UG Students are not allowed to freeze more than **04** semesters in the entire duration of the degree program.
- ✓ Students are allowed to freeze the semester within the overall degree awarding time frame.
    - ▪ *The **first semester** cannot be freezed.*
- ✓ During the freezing period student will be allowed to get registered the courses already studied. However, registration of new subjects will not be permitted.
- ✓ During the freezing period the applicant will lose his / her studentship status and shall notbe entitled to avail any IMS facility. The student will rejoin the same semester which he /she has frozen.
    Note: A frozen semester shall count towards the maximum permissible number of semesters to complete a degree program. Moreover, such student will be dealt as per the policies of the account office for fee matters

2.14 Thesis

2.14.1 Registration

After completing course work of **18** credit hours in first two semester, the student may partially register thesis workload equivalent to 3 credit hours along with 2 courses in 3rd semester. This is important to note that provisions for late registration of courses as laid down in 2.8a, would also apply here in case of late registration for thesis at all levels and for all programs. (*A student can't be registered to thesis work without clearing the NTS-GAT/MPhil or Entry Test of IMS*).

2.14.2 Supervision of Thesis

- Every MPhil candidate shall have a supervisor who shall be a full time faculty memberof the Institute holding a doctoral degree. However, the MPhil In-charge / IMS may allow a co-supervisor from either inside or outside the Institute on the request of supervisor concerned (*may be a subject area specialist*).
- The maximum number of MPhil students under the supervision of a full time faculty member shall be as per HEC guidelines.
- The MPhil In-charge will propose the supervisors of respective areas and will get approval from HoD, Dean and finally from BASR / statutory bodies.

2.14.3 Synopsis Defense

- After completion of synopsis, the students will submit the synopsis to the MPhil in- charge for approval. The MPhil in-charge will arrange a synopsis presentation by issuing a memo to the permanent faculty of respective areas.
- The synopsis shall be *approved, approved with amendments or rejected*. Student willbe required to amend the synopsis if synopsis is approved with amendments. After theprocess, student will get synopsis approved within 30 days. In case, the synopsis is rejected near the end of the semester, the student will have to *re-register* for 3 credit hour research work and re-write the synopsis.
- After the synopsis defense, the students will be asked to continue thesis with certain changes if required by the panel.
- After the synopsis acceptance, student shall register Thesis-II which contains **3** credithours for research work.

2.14.4 Research Progress

The student during the process of research work will meet the supervisor at least once a week and submit the satisfactory progress report on the prescribed form duly certified by his/her supervisor(s) at the end of every month to MPhil in-charge.

2.14.5 Submission of Thesis

- After completion of thesis, the student will submit a soft copy for plagiarism check. Turnitin software recognized/recommended by HEC is used to check plagiarism. If the report becomes satisfactory, means plagiarism become less than 19% then the student

is asked to submit two copies of their thesis for further procedure. Otherwise, they rephrase the thesis to follow the requirement of the HEC.

- The MPhil student has to submit two hard copies of their thesis. One copy of thesis is sent to permanent faculty for internal evaluation, and other copy of thesis for external evaluation.
- The students will have to pay semester(s) dues after the expiry of stipulated time periodfor thesis as per IMS policy. If delay leads to expiry of degree program, the student shall lose the right of continuity. However, *the Rector may allow continuity subject toapproval of, extension application before the last semester, by the statutory body.*

2.14.6 Evaluation of Thesis

- The MPhil thesis must be evaluated by one external examiner.
- The MPhil In-charge shall recommend an External Examiner for the approval of the Dean.
- The Controller of Examinations shall get thesis evaluated within two weeks. If any examiner does not respond within two weeks, the thesis shall be sent to the other external examiner approved by the Dean of the Institute.

2.14.7 Evaluation Report

- The examiner shall submit evaluation report as well as his/her recommendations, within one week, on the prescribed Performa given in Annexure, directly to the Controller of Examinations.
- If the examiner approves the thesis and allow the viva voce examination to be conducted, it shall be implemented.
- If a thesis is rejected by the examiner, the case may be referred to the 2nd examiner for opinion/evaluation with the consent of statutory body.
- If the examiner suggests major changes the candidate shall incorporate the recommended changes and shall resubmit thesis within three months which shall be reevaluated by the same examiner.
- If the examiner suggests minor changes, the candidate shall incorporate the recommended changes, within one month, in accordance with examiner's comments and to the satisfaction of candidate's supervisors. The supervisor shall certify the incorporation of changes.

2.14.8 Viva Voce Examination.

- The announcement to hold defense of thesis/dissertation will be made at least two weeks in advance, giving adequate time for the participants to review the contents of the thesis/dissertation. The participants must be provided with the following to review the thesis/dissertation:
  - i. Dean (complete draft of the thesis/dissertation).
  - ii. The External Examiner (complete draft of the thesis/dissertation).
  - iii. All the Participants (summary finding of the thesis/dissertation).
- The MPhil In-charge will check as per attached *thesis evaluation checklist* / fill up the "Thesis Evaluation Performa" with the signature of supervisor, external examiner, associate Dean / Dean and submit to the deputy controller examination for his further necessary action.

- The Dean/Associate Dean must chair the defense of thesis/dissertation while all the faculty members of IMS must be invited to attend the defense session.
- The students will make certain changes suggested by the external examiner. After the approval of the supervisor (if any), four hard copies of thesis must be submitted to the MPhil In-charge who will precede the thesis for signature of the Dean and will submit two copies to library and DCE office.

2.15 Plagiarism Policy

The plagiarism test must be conducted on the thesis/dissertation before its submission to the experts as per HEC policy. Turnitin software is used to check plagiarism. Similarity index should be less than 19%.

http://hec.gov.pk/english/services/faculty/Documents/Plagiarism/Plagiarism%20Policy.pdf

2.16 Scholarships

IMS scholarships are awarded to the students after they earn minimum required credits hours with CGPA as per following criteria:

Ph.D / M.Phil	Criteria	Award
Min 09 Cr hrs.	4.00 CGPA	65%
	3.90 - 3.99 CGPA	55%
	3.80 - 3.89 CGPA	45%
	3.70 - 3.79 CGPA	35%
MBA	**Criteria**	**Award**
Min 15 Cr hrs.	4.00 CGPA	65%
	3.90 - 3.99 CGPA	55%
	3.80 - 3.89 CGPA	45%
	3.70 - 3.79 CGPA	35%
Exec – MBA	**Criteria**	**Award**
Min 15 Cr hrs.	4.00 CGPA	50%
	3.90 - 3.99 CGPA	40%
	3.80 - 3.89 CGPA	30%
	3.70 - 3.79 CGPA	20%
BBA	**Criteria**	**Award**
Min 15 Cr hrs.	4.00 CGPA	65%
	3.90 - 3.99 CGPA	50%
	3.80 - 3.89 CGPA	30%
	3.70 - 3.79 CGPA	20%
	3.60 - 3.69 CGPA	10%
BS	**Criteria**	**Award**
Min 15 Cr hrs.	3.90 - 4.00 CGPA	65%

	3.80 - 3.89 CGPA	45%
	3.70 - 3.79 CGPA	30%
	3.60 - 3.69 CGPA	20%
	3.50 - 3.59 CGPA	10%

The scholarship is awarded in the shape of *fee reduction* calculated on the basis of credit hours taken by a student in the previous semester. The policy document is subject to changes / amendments from time to time depending upon the future requirements and status of funds available**.**

2.17   Awards and Discounts

Awards are based on the academic performance during a semester but multiple scholarships are not awarded. The detail is given here under;

I. **Alumni Admission.** This reflects the significance that IMS attaches to its alumni, while upholding and promoting the core value of the Institute. There will be **no admission fee** for the alumni but an amount of **Rs 10,000 (non-refundable) will be charged** from Alumnias Registration Fee.

For MPhil / Master. The minimum CGPA requirement is 2.50 for graduate programs and 3.00 for post-graduate programs.

Sr. No.	Academic CGPA	Financial Award on Tuition Fee
1	4.00 (including medalists)	60%
2	3.91 to 3.99	50%
3	3.75 to 3.90	40%
4	3.50 to 3.74	30%

 Note: Minimum CGPA for continuation of scholarship will be 2.50

For **PhD.** The minimum CGPA requirement for the continuation of scholarship is 3.00. The Doctoral Dissertation fee shall be charged in full from all PhD students.

Sr. No.	Academic CGPA	Financial Award on Tuition Fee
1.	3.50 or above	30%

II. **Kinship Policy.** The Kin of Alumni and existing participants (brother, sister, husband, wife, father, mother,son and daughter) are allowed tuition fee waiver as given below:

Sr. No.	Relationship with Alumni	Financial Award
1	First Kin	20% waiver of tuition fee
2	Second Kin	30% waiver of tuition fee
3	Third Kin	40% waiver of tuition fee

III. Merit Scholarships

Developing the human resource to contribute positively towards society is what IMS aims at. Merit-based scholarships are granted to those bright students who are best able to achieve that aim. These are awarded according to the performance of applicants in Intermediate level. Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 2.50 for Bachelors Programs, and 3.00 for MPhil/PhD Programs.

Merit Scholarship for students applying **for Bachelors**
Scholarship on the basis of **Intermediate**

	Top Ten Position holders in BISE Examination:	Total tuition-fee waiver
	80% or above marks in BISE Examination:	50% tuition fee waiver
	75%-79.99% marks in BISE Examination:	25% tuition fee waiver

Scholarship on the basis of **A-levels**

	Three As in A-Level:	50% tuition fee waiver
•	Two As in A-Level:	25% tuition fee waiver

Merit Scholarship policy for **Diploma holder** students

• 80% or above marks in Board Examination:	25% tuition fee waiver

IV. **Rector's Merit Scholarship.**

This Scholarship aims to encourage and support outstanding students in their academic pursuits. Details are as under:
- 100% fee waiver to selected applicant
- Applicant has to be enrolled in a Full-time undergraduate Program
- Have at least **80 % marks in intermediate** and attain **75 %** or above marks in specially designed **Entry test** followed by interview for **final selection of one student**for the award
- Continuation of the Scholarship in subsequent semesters / program will be subjectto maintenance of CGPA **3.00**

Note: Student must pay admission fee (Rs 10,000) and Registration fee (Rs 10,000) for enrollment in the program.

V. **Dr. Memon Award.** This award will be given to overall best student subject to following:
- Overall best CGPA amongst Management Sciences and Computer Sciencesdepartment (Bachelor's Programs)
- CGPA 3.91 and above
- No case of indiscipline
- No repeat / improvement of grade or F grade
- Pass all courses of study in first attempt
- Timely completion of degree with no semester freeze.
-

VI. Merit Scholarship for students applying for **Masters/MPhil degree** with 4 Year BS Degree

Academic CGPA	Financial Award on Tuition Fee
3.91 or above	50%
Percentage Criteria	
80% and above marks in 14 years, 16 years or 18 years of education (last degree on which admission has been awarded)	40 %

However, if the CGPA and percentage, both are mentioned on the degree, the university shall consider the CGPA, while processing the scholarship. The Doctoral **Dissertation and research thesis fee** shall be charged in **full** from all MPhil and PhD students.

Note: Minimum CGPA for continuation of scholarship in rest of the semesters will be 2.50 for graduate and 3.00 for post-graduate programs.

2.18 Special Awards

a) **FATA** and Tribal Areas

25% waiver of tuition fee for the students (in 1st semester only) from FATA / Tribal Areas.

Note: Minimum CGPA for continuation of scholarship will be 2.50 for graduate and 3.0 for post-graduate programs.

b) **Sportsmen/Women**

50% waiver in tuition fee for *outstanding* sportsman/woman having national color or ***extracurricular activities*** with 65% marks or equivalent in Intermediate or Graduation. During the course of study, the student admitted on sport basis will be exempted from the condition of maintenance of minimum CGPA; however, the participant will have to achieve the degree completion requirements.

c) **Special Person (Disabled)**

All certified special students and those with learning impairment will pay maximum of 50% fee as a standard.

d) **Armed Forces**

- Discount will be given 20% on tuition fee for all semesters.
- At a time, student can avail only one scholarship (either Merit Scholarship or Financial Aid).

e) **IMS Employee, Children and Faculty**

- Discount will be given 50% on tuition fee for all semesters.
- At a time, student can avail only one scholarship (either Merit Scholarship or Financial Aid).

f) **Need Based** Financial Assistance

- Discount will be given up to 50% on tuition fee for 1st semester.
- Minimum CGPA for continuation of scholarship in rest of the semesters will be 2.50 for graduate and 3.00 for post-graduate programs.
- At a time, student can avail only one scholarship (either Merit Scholarship or Financial Aid).

The policy document is subject to changes / amendments from time to time depending upon the future requirements and status of funds available for the grant of scholarship**.**

2.19 Rules Governing Financial Awards

1. Continuation of all financial aids and scholarships, other than merit scholarships and sports/extracurricular activities-based scholarships, in subsequent semesters is subject to maintenance of CGPA not less than 2.50 for Bachelors Programs, and 3.00 for MPhil/PhD Programs.
2. In case of migration to any other university, student will have to pay the complete amount of scholarship to IMS, at the time of clearance.
3. All kinds of financial aid and scholarships shall be permanently withdrawn on tuition fee default of two consecutive quarters.
4. It is mandatory for every scholarship or need based financial assistance holder to finish their enrolled program in the PRESCRIBED DURATION of the program. No extension of award will be provided beyond the standard duration of the course/degree.
5. If participant getting scholarship or financial assistance discontinues his/her studies for consecutive TWO SEMESTERS and would like to resume his/her studies later shall be treated as a new applicant for admission and all fee, awards, rights and privileges shall be allowed accordingly.
6. If participant getting scholarship or financial assistance leaves the Program/Institute, total fee will be charged, without any discount/waiver, at the time of clearance before issuance of transcript and NOC.
7. In case of any disciplinary breach, involvement in activities political, unethical, and/or against the interest(s) of the Institute or its authorities shall be liable to disciplinary action and shall result in withdrawal of all financial awards, discounts, privileges', whatsoever.
8. For merit scholarship if the participant gets 1 grade 'F' his/her financial assistance will be reverted irrevocably for the semester.
9. If participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course credit hour.

2.20 Financial Aid

1. Financial aid is granted each semester based on student's past academic performance, CGPA and the financial need of the student. It may range from 10% to 60% remission in tuition fee depending on the merit of the case.
2. Approximately 20% of the registered students receive financial aid.
3. Application deadline for Financial Aid is notified through the Notice Board.

2.21 Student ID Card.

An I.D. card is issued to every new student at IMS during the first week of first semester. A renewal sticker is pasted on the back of the I.D. card in the first week of subsequent semesters.
A duplicate card is issued by receiving a fee of Rs. 500.00. Students should approach the front office for guidance in this regard.

2.22 Dress Code

Dress is an important component of the personality as it also reflects our bearing, as well as that of the Institute. Therefore, a student who aspires to be a business executive should be dressed up in the following style at IMS:

a. Girls should be dressed up neatly with sobriety and modesty.
b. Boys should wear closed collared shirts with tie and matching trousers.
c. Students should wear shoes including moccasins and clean joggers but not chapels and Slippers. Student who will not follow the dress code will be charged **Rs 500** on spot.
d. Students can wear clean trousers and only collared shirts but not sweat shirts and T-shirts because they do not give the image of future business executives and managers. The students, however, will not wear shirt tails outside the trousers.
e. Our national dress is dignified and deserves the respect we can give it. The national dress does not look dignified if it is soiled, is creased or un-ironed, therefore we would like our students to wear the national dress but it should be clean and preferably starched, and should normally be worn with a vest.

2.23 Disciplinary Rules.

Academic integrity is a major part of the foundation of any academic institution. At IMS we expect high standard of academic integrity from our students and staff.

Student conduct

All students are expected to conduct themselves in a manner that does not impair or disturb,in anyway, the academic environment of the classroom or the institution. Any of the actions listed below may result in disciplinary action leading to a **reprimand**, **suspension** or cancellation of registration or, **dismissal** from the Institution, or award of **'F'** grade in acourse depending on the gravity of the offense as adjudged by the disciplinary committee:

- Knowingly providing false information to the institute.
- Being involved in forgery, alteration or use of Institute's documents or instruments of identification with intent to deceive.
- Misbehaving with a staff member on or outside the campus.
- Intentionally disrupting or obstructing teaching, research, administration, or any other institutional activity and function of IMS.
- Failing to comply with instructions of the duly authorized and identified collegeofficials acting in performance of their official duties.
- Being involved in theft of equipment, stationery, books or furnishings of the Institute.
- Willful damage to property of IMS or that of the staff, unbecoming or rowdy behaviouron the campus such as picking fights, use of abusive language, and carrying or use of arms.
- Bringing the Institute, its management, staff or facilities in disrepute by word of mouthor in writing or use of derogatory language for a high office of IMS in applications, reports, or examination papers.

2.23.1 Student responsibility for information.

It is the responsibility of each student to keep informed of the various academic and general policies of IMS. Source of such information include the catalog, bulletin boards and other timely notices.

2.23.2 Class room discipline.

- All the students are required to attend at least **80%** of the total class meetings of a course during a particular semester. Failure to comply may result in **"F"** grade for thecourse.
- If a student misses a class he or she would be responsible for missing the class lecture,quiz, assignment, and any announcement made during the class.
- Part or full reproduction of someone else's work in reports, the use of borrowed or purchased term papers, essays, reports and assignments of the class fellows may resultin **"F"** grade for the course or expulsion from the Institute in cases of gross violations.
- All students are required to follow class discipline, and instructions of the teacher.

CHAPTER 3

EXAMINATION POLICY

3.1 Conduct of Examination

a. Student Responsibilities:

1) To maintain the integrity of the examination process, exams can only be taken with the proof of a valid admit card and student university ID card.
2) To avoid disruption and any undue anxiety, students are requested to arrive at least 10 minutes before the commencement of examination; students will not be allowed to enter examination room / hall 30 minutes after the start of examination.
3) Students are not allowed to bring mobile phones, bags and books in the examination hall; otherwise an 'F' grade may be awarded.
4) Students are not allowed to take question papers outside the examination hall; it is to be returned, along with the answer sheet, to the concerned faculty.
5) Students are responsible for bringing their own calculator, if approved by the faculty, for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
6) Examinees should sit in the rows allocated for the particular paper. Invigilator may re-locate the students if he / she deems fit.
7) Departure from the examination hall will only be permitted after 30 minutes of commencement of Midterm Examination and after one hour in case of the Final Examination.
8) Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so the case will be forwarded to unfair means committee or discipline committee as the case may be. A few examples of such behaviors are:
   a) Any written or oral communication among students during an exam.
   b) Providing information about the content of an examination.
   c) A student's use of a substitute or surrogate to take an examination.
   d) Indulging in unruly behavior in the examination hall.

9) Once the examination time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his/her hand.

3.2 Unfair Means (UM)

Examinations System and its authenticity is one of the major indicators which make the University and its degree credible. All regulatory bodies monitor the Examination System during their visits.IMS is making all efforts to ensure the credibility of its Examinations System and takes very serious note of unethical activities including use of unfair means during the Examinations. To caution students to commit Academic Offence carelessly or otherwise, extensive preventive measures are taken to restrain students from use of Unfair Means which include detailedinstructions for students to be observed in the Examination Room / Hall and caution them not to carry any unauthorized material with them, same is also reflected on Website.

In addition, an efficient system is in place to handle the cases of those involved in use of Unfair Means during the Examinations. A four-member Committee is constituted by the Rector to handle these cases (if any). All such cases are reported to the Committee by the invigilator / superintendent on a prescribed proforma and recommendations of the Committee are implemented forthwith after approval of the Competent Authority.

Possible Academic Offences along with the penalty to be levied for each (duly approved by the Competent Authority) has been listed for the guidance of the Committee for even handling of the cases and also for information of the students. Penalties may range from award of 'F' grade to Expulsion from the University, depending upon the seriousness of the offence.

Use of unfair means generally covers following:

❖ An attempt to have access to the question paper before the test/examination.
❖ Use/possession of unauthorized reference material during test/examination. It doesnot matter whether the material in possession is related or not, in any way, to any question asked in the test/examination.
❖ Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
❖ Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/exam paper etc.

3.3 Academic Dishonesty - Penalties

S. No	Acts of UM	Penalty
1	• **Possession** of written material, **relevant or irrelevant to** the Paper concerned • Writing anywhere **on the student's body** or clothes	1. Grade **F** in the relevant Course / cancellation of Paper in case of relevant material. 2. Only warning in case of irrelevant material 3. Warning issued by UMC, copy to Parents concerned dept. controller examination and Rector by registrar office **Note: *One or more than one** penalty can be imposed by UFM committee **on all Acts***

2	• Possessing Mobile Phones (on or off) PDAs and other gadgets.	1. Grade **F** in the relevant Course / cancellation of Paper 2. Minimum fine of Rs.1000 3. Warning, copy to Parents **Note:** *Answer sheet and mobile / gadget is immediately taken from the student*
3	• Giving / receiving assistance or allowing any other student to copy from his/her Answer sheet • Forging, mutilating (damaging), altering, erasing or otherwise tampering with marked • answer sheet	1. Grade "F" in the relevant Course / cancellationof Paper 2. Fine of Rs 2000 3. Warning, copy to Parents
4	• Removing a leaf from Answer sheet/Copy. • **Taking** the whole or a part of an answer copy or of a continuation sheet into or **out of Examination Hall /Room.** • Substituting the whole or a part of an Answer sheet or a continuation sheet not duly issued to him/her for the Examination.	1. Grade **F** in the relevant Course / cancellation of Paper 2. Fine Rs. 3,000/- 3. Student **will not be allowed to appear** in next paper until answer copy is recovered 3. Warning, copy to Parents
5	• Impersonation or **misconduct** of a serious nature in the exam	1. Grade **F** in all subjects 2. **Expulsion** from University 3. Fine Rs. **10,000**/- **Note:** Decision of committee will be approved by **worthy Rector.**
6	• Using abusive or **obscene language** in his/her answer sheet. • Refusing to **obey instructions** related to conduct of Examination issued to him / her by the authorities.	1. Grade **F** in the relevant Course / cancellation of Paper 2. Fine Rs. 3,000/- 3. **Warning of expulsion**, copy to Parents.
7	• Disturbing the class / indulging in **cross talk** with another student or in any other way. Changed (his/her) seat / Exam Room	1. Grade **F** in the relevant Course / cancellation of Paper 2. Fine Rs. 3000/- 3. Warning, copy to Parents **Note:** *Invigilator statement will be considered*

	in an unauthorized way.	*liable and authentic.*
8	• Refusing to obey the Invigilator or Head Invigilator in the Examination Hall/Room and misbehaving / **misconduct with invigilator** or creating any	1. **Rustication** for one semester 2. Grade **F** in the Course 3. Fine Rs. 5,000/- 4. Warning, copy to Parents **5.** Any other penalty suggested by committee **Note:** Decision of committee will be **approved by worthy Rector**
9	• Communicating or attempting to communicate with Examiner with the intention of seeking answer to the question /influencing him /her in the award of marks etc.	**1. Grade F in the relevant Course / cancellation of Paper** **2. Warning, copy to Parents**
10	• Possession of firearms, knives etc. inside and in the vicinity of Examination Room/Hall.	**1. Grade "F" in all the subjects** **2. Expulsion from** **IMS 3. Fine Rs** **10,000/-** **4. Any other penalty suggested by committee** **Note: Decision of UM Committee will be approved by worthy Rector**