"There is no doubt that the future of our state will and

must greatly depend upon the type of education and the way in which

we bring up our children as the future servants of Pakistan. Education does not

merely mean academic education, and even that appears to be of a very poor type.

What we have to do is to mobilize our people and build the character of our future generations"

(Quaid-e-Azam, Muhammad Ali Jinnah)

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Message

From the Vice-Chancellor

Professor Dr. Mujahid Kamran

The University of the Punjab is not only the Flagship University of Pakistan but also enjoys the coveted and prestigious honor of being one of the oldest Universities in the sub-continent. The impressive dedication with which it fulfills its commitment to the nation by providing dynamic manpower in every walk of life is nothing short of folklore. We carry on with the tradition to expand the frontiers of knowledge by introducing new programs according to the changing needs of the market to meet the requirements of our country.

The Institute of Business and Information Technology, originally established as Centre for Management Sciences was set up to provide the students a solid base in the fields of business management and information technology. This Institute follows a strict merit based policy to induct top of the line students and provides them quality training compatible with the modern needs. The Institute will also act as a platform for the practicing managers to share their knowledge and wisdom with the students. The interactive liaison with the industry will be a priority at the Institute. With this conductive learning environment, we plan to make this Institute a hallmark of excellence.

Information Technology Professionals are modernizing, the very method of managing businesses, the world over and Pakistan is no exception. We are witnessing the entire scenario of business practices being changed. The IT revolution has reduced the time frame, while enhancing the quality of services. The businessmen as well as the managers are required to be more productive and efficient to meet the challenges of modern business. The plan is to incorporate all tools of information technology in the curriculum to achieve managerial excellence in potential professionals. We wish to strengthen our society economically by increasing its productivity. To this end our faculty is striving to impart highly sophisticated and rewarding professional training to our assets, the Students.

Those parents and students, who trust and believe in University of the Punjab's century old tradition of quality education, should look for the Institute of Business and Information Technology as an optimum solution to ever increasing costs of quality education. International Quality education at local economical disbursement with a global perspective is what Institute of Business and Information Technology is all about. Institute of Business Information Technology is definitely realty of Pakistani dream. I urge you to consider Institute of Business and Information Technology while making the most important decision about your future and that of Pakistan.

May ALLAH be with you.

Message
From the Director

Professor Dr. Nayyar Raza Zaidi

Dear Reader:

It's been seven years that an institute naming Institute of Business and Information Technology previously known as (Centre for Management Sciences) emerged as a new trend in the business studies environment of Punjab University. A new blend of business and IT for equipping students with modern tactics of being successful. This institute started in the student teacher centre building with only two rooms. But strong determination and perseverance bestowed it with this most modern infrastructure of beautiful building, state of the art computer labs, most up-to-date server machines multimedia and much more. Our commitment seven years down the road has calcified into a tangible reality and our current infrastructure bears a testament to our success. Now our graduates are working as professionals in reputed organizations of various industrial sectors. We even realigned ourselves with the already prevalent concept of IBIT which now reads "Innovative Business, Infinite Traditions". Our faith remains the same as we solemnly pledge that we will provide value addition education standing tall on our three pillars of Tradition, Quality and Innovation.

The multinational organizations have made this world a global village; the common language of Technology requires astute and correct interpretation of Fundamentals of Business. With population explosion and diminishing returns, Father Time and Mother Nature may not be able to provide enough. The pooling of the scarce resources, advancement and transfer of technology by leaps and bounds, creating green organizations for preserving the natural environment, developing virtual corporations with no boundaries and ultimately developing the geocentric style of management are not the theoretical concepts any more rather these are inevitable tools to compete and survive in the future. The Institute aims to prepare Pakistani students to tackle the aforementioned challenges of tomorrow.

The IBIT granted an amount of Rs 34.696 Million, by the Higher Education Commission, Government of Pakistan. This shows the confidence placed on our abilities. The Institute has used bulk of this grant for updating our facilities and purchasing state of the art equipment for our classrooms and computer labs.

The Institute of Business and Information Technology will provide a launching pad to the students and scholars to work jointly for developing the nation. The students of today are Managers of tomorrow. IBIT students with their business expertise,

leadership, and team-building skills with optimum mix of computer applications would be an asset for the business community. Pakistan needs better management than anything else. We are understandably proud of our Institute's ability to meet this challenge. But we are at the same time ready to announce that we are strong believers of deeds not words. We will develop the leaders and managers of tomorrow. Information Technology alone is not the answer for growth and development rather a sound management and usage of the tools of Information Technology will be the key to success.

The BBIT (Hons.) and the MBIT programs are now structured patent programs of this Institute. We continue to focus on quality education at the most economical costs. These programs are meticulously designed to be competitive with the international standards. The courses have best possible blend of IT tools and Management as a Science in today's complex world of Business. We are continuously striving to attract the best faculty to nurture, protect and project our programs and our students. We envision that our liaison with the industry has given us the necessary impetus to launch Executive MBIT program. The need to develop quality research scholars has already prompted us to start Ph.D. at the Institute. Exciting things are planned for IBIT and we will all witness a new beginning. We plan to go for International Standard Organization (ISO) Quality System Certification and American Assembly of Collegiate Schools of Business (AACSB) accreditation in the next two years. We look forward to make this dream into a real life time asset with the active participation of our students.

We hope that this brochure will convey to you the dynamic quality of the programs available in the Institute of Business and Information Technology, at the University of the Punjab.

May Allah bless you all

ENTRANCE

Entrance to IBIT is nothing but unlocking a whole new world of opportunities to the youth of Pakistan. But the opportunity comes with a bigger challenge. Often Students fail to recognize this and feel the assertiveness of the program too hard to handle. At IBIT, we feel that the key to success lies in the students' attitude. Attitude alone can make or break the new incumbent. The Institute follows a very disciplined and structured approach for entering new students once a year in the BBIT (Hons.) and MBIT (Direct) programs. It is very important that a student manages the timing of his/her application carefully and submits a complete application.

IBIT's new entrants at BBIT (Hons.) and MBIT level are young, typically raw, and ready to be converted into top class professionals. The Institute provides them with a key to equip themselves with quality education and a flavor of professional life. With mushroom growth of business schools in and around Lahore, the Institute is keen to provide a valuable, general business and technological education. The institute feels that a student can only make use of the key if he or she is made to train on a chain consisting of important links of practical computer management applications, business functional disciplines and analytical skills. The entrance advice from the Director is clear and crisp; he wants the students to be motivated, mature and fully geared to make use of the key available to them from IBIT in the form of a well earned degree.

Institute of Business & Information Technology advertises for admission in third week of July and follows a strict admission calendar religiously and inducts students to MBIT and BBIT (Hons.) programs. In future executives & Ph.D. Scholars also would be admitted to our programs.

Academic Calendar

For the Year 2008 – 2009

Fall Semester 2008

	Month	Date	Day
Registration/Payment of dues	September	29 - 30	Monday - Tuesday
Classes Commence	October	06	Monday
Mid-Semester Examination (One week)	December	01-05	Monday - Friday
Eid-ul-Azha **	December	08-12	Monday- Friday
Quaid-e-Azam day	December	25	Thursday
Aashura Moharrum **	January	06-07	Tuesday-Wednesday
Final Examination (One week)	February	02-07	Monday - Saturday
Grade Notification (to administration)	February	18	Wednesday
Grade Notification (to students)	February	20	Friday
Semester Break (No classes)	February 18 to 01 March 2009		

Winter Semester 2009

Registration / Payment of dues	February	23-26	Monday - Thursday
Classes Commence	March	02	Monday
Eid Milad-ul-Nabi **	March	09	Monday
Pakistan Day	March	23	Monday
Mid-Semester Examination (One week)	April -May	27 - 02	Monday - Saturday
Final Examination (One week)	June	22 - 26	Monday - Friday
Grade Notification (to administration)	July	01	Wednesday
Grade Notification (to students)	July	03	Friday
Semester Break (No Classes)			

**   Holidays are subject to the appearance of moon

Background

The present administration under the vibrant leadership of the Vice-Chancellor, Prof. Dr. Mujahid Kamran, is dedicated in providing the students an institute that excels and commands respect in two distinct and separate spheres of Business and Information Technology. Sincere efforts are being made to make Institute of Business and Information Technology a place where latest Information Technology based business knowledge is given to the students.

Institute of Business and Information Technology has kept this objective in focus and developed the idea of BBIT (Hons.), MBIT (via BBIT-Hons.) and MBIT programs. For this very reason the Institute is making maximum use of the modern facilities such as Computer Hardware and Software, Application Software, Internet, and Multimedia equipment. In an era of Information Technology and Computer Education, everyone linked to the business world finds an important link missing, which can connect two different islands of Technology and Business. The problem stays unsolved even if they hire MBA's from Top Notch Business Schools or Rocket Scientists from the Computer Engineering Universities. That critical link is provided by programs which pivot on business related degrees which carry sufficient as well as efficient component of the computer field. These programs at the same time are very much focused on business related component and this component is neither sacrificed nor compromised, to make the student learn the intricate details of Technology.

These very goals form the basis of developing the scheme of studies for BBIT (Hons.), MBIT (via BBIT-Hons), MBIT and PhD. The essential courses required for Business Executives are kept in the scheme and every effort is made to have a proper balance of business and information technology. The purpose of these programs is not to make a Computer Programmer but to train business graduates to use computers in everyday business. Certainly these programs will provide the most productive blend of business and IT courses.

Vice Chancellor University of the Punjab, Prof. Dr. Mujahid Kamran visiting IBIT

Introduction

Today's organizational environment is markedly different from the one in the past. The days of structure and entrepreneur have given way to combination of best of breed concepts. This has hard-pressed the organizations to adopt a more complicated hierarchy. These organizations face global competition, changes in information technology, diversity, and quality service issues. All these revolutions have forced management of all types of organizations to totally rethink their approach to both operations and human resources. Because of paradigm shift, organizations are now more proactive to external as well as internal environment. The new workplace is characterized by state of the art information technology, total quality management practices, and organizational training. Therefore, the workforce required to meet the challenges need a different type of training and curriculum. Modern business organization expects from the business graduates to develop traits like critical thinking, analytical skills, positive attitude and effective communication.

Effective and efficient organizations have now started seeing themselves as information age organizations. These organizations practice network intelligence as they have seen centralized intelligence and decentralized intelligence causing them more harm than good. Our graduates would provide the necessary impetus to tilt the balance from dynamic uncertain to stable certain dimension. "Institute of Business and Information Technology" (IBIT) is created to fulfill these aspirations and requirements of the business world.

Scope

The scope of IBIT's program is unlimited. The IT tools integrated with modern business practices will generate maximum productivity. This education will be used for all walks of life to obtain the efficiency from scarce resources. The University of the Punjab is already fulfilling its academic obligation to provide the required education compatible with the changing environment.

Inauguration ceremony of IBIT

Mission

Our mission is to educate future leaders committed to serve the needs of the country, possible only through the creation and transfer of knowledge in the field of business. And last but not the least, by the application of information technology and establishment of a framework for lifelong learning that converts into productive careers. Recognizing that knowledge is the fundamental wealth of civilization, the Institute strives to enrich the student that sustains it through:

➤ A commitment to undergraduate education with a goal of helping the students to question critically, think logically, communicate clearly, act creatively & live ethically.

➤ A commitment to graduate education to develop creators & innovators who will generate new technology & shape experience for the benefits of the nation.

➤ A commitment to Ph.D. education to develop scholars & academicians who will help redefine the application and advancement of computer based businesses and at the same time design new information age organizations.

➤ A commitment to international awareness and understanding and to the development of a faculty and student body that is capable of participating effectively in a global society.

➤ A conviction that freedom of thought and expression is the bedrock principle on which all the Institute's activities are based.

➤ A continuing commitment to affordable higher education.

To successfully anticipate and manage business challenges in the new millennium, IBIT graduates would be nurtured with a firm understanding of basic business principles and be able to leverage them in a rapidly changing environment. IBIT's curriculum balances theoretical knowledge with real world skills and the experimental learning needed to achieve success. The graduates of this Institute will have all the necessary expertise required to become an effective member of any business enterprise. They will be able to compete for executive level positions in the business world. Some of the positions for which they will be competing in the market include but are not limited to Marketing Executives, Merchandisers, Accounts Officers, I.T. Managers, Finance Managers, Banking Executives, so on and so forth.

University of the Punjab

The University of the Punjab is located in the historical and cultural city of Lahore. At present, various on-campus teaching and research programs are organized under some fifty institutes, departments, constituent colleges or Institutes, which run over one hundred degree, diploma or certificate programs. Research leading to Ph.D. degree is an integral part of the academic programs in many disciplines. New academic programs have been introduced recently according to the current requirements. This has gradually expanded the academic activity of the University.

The University continues to retain its original teaching as well as examining functions. In addition to the on-campus teaching and research activities, the university oversees and regulates the academic activities of over 328 affiliated colleges and institutes, imparting undergraduate, postgraduate and professional education. The University of the Punjab has played a leading role in higher education in the country. The university strives to provide a conducive environment for the pursuit of the academic activities. On account of its quality degree programs, pleasant environment and low tuition fees, the university remains the institution of first choice for the students seeking admission.
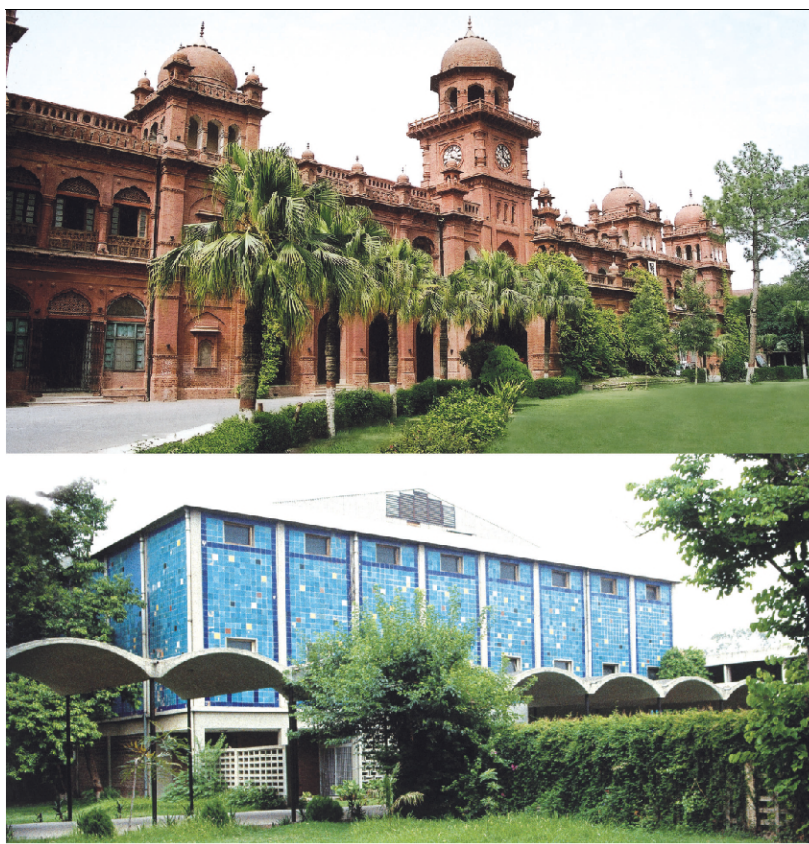
Punjab University Old Campus Building and Faisal Auditorium in New Campus

Campus Facilities
Libraries

Main Library of the Punjab University is a huge resource and is also available for the IBIT students, research scholars and teachers. It was established in 1882 and is the largest library of Pakistan comprising about 400,000 volumes. It subscribes to about 100 periodicals out of which 60 are foreign. Besides being stocked with countless books, magazines, journals and latest software packages, it has internet facilities available for 100 students at a time. Online facilities in the library to have access to information resource Institutes world-wide will soon be available.

IBIT Library

IBIT Library contains latest state of the art Library Information System and carries current and recent books on core business and computer courses as well as applied information Technology based Accounting, Economics, Finance, Human Resource Management, Marketing and related fields. The Library has 10 Pentium-IV computers equipped with internet facility and online excess to international journals through EBSCO and other databases for students with research interest. It is the first step towards digital library system. Feasibility report has been submitted to JICA for funding purpose.

The IBIT Library is one of the most important resources on campus for teaching and research. In addition to more than numerous physical volumes on the shelves, the library contains a rapidly growing collection of periodicals, documents and technical reports. The idea is to add the aforementioned resources with microfilm, motion pictures, sound recordings, videotapes, filmstrips,

computer disks, and maps. Students are given access to approximately 15,000 electronic journals through PU Central Library. Central Library makes available group study rooms, graduate-study carrels and faculty carrels as well as holds the SEC meetings.

The Library provides a full array of modern technological access to print and electronic information through Library Information Systems. An IBIT student can access the online catalog for the Library. Databases and full-text journals may be made available next year onwards via computer on campus, such as faculty offices, Student Technology Centre (STC) computer labs and off campus by logging on through the university modems or via proxy server. The Library is fully air-conditioned and provides an ideal atmosphere for the students to study; it also provides a remote access to many electronic databases and online journals. The most popular databases include scholarly journals and business periodicals in the fields of management, economics, finance, accounting, international business and more. Our librarian along with the dedicated team provides assistance using the Library resources. The students of IBIT with the aid of our librarians can also access specialized business databases and collections as well as humanities, social sciences, business, education, geology, legal materials, and government publications.

Materials not available in the IBIT Library may be borrowed from other libraries at the University of the Punjab through the Interlibrary Loan Facility. Additional library information may be obtained at any of the information or circulation desks of the three library locations. Regular library hours are posted, as are hours for semester breaks, holidays, summer Semesters, Winter Semester, Summer Semester, and other special circumstances. For more information, visit us on the Web at www.ibitpu.edu/library.

Technology Resource Centre (TRC)
Committed to high quality and high speed service.

Technology resource centre (TRC) is fully staffed and open to all students from 8.15 a.m. till 5:30 p.m. The Center offers a wide variety of software and media equipment which allows the students to access computer applications, the internet, e-mail and audio/visual technologies. High speed Network access is available from workstation to the servers for data sharing and internet browsing. Whereas the workstations are fully loaded with variety of application software including but not limited to word processing program, database applications, spreadsheets, network software, graphics packages etc. IBIT has the

largest UPS RAID systems in the country which will ensure uninterrupted power supply for the computer labs assisting the students in their work. High speed high quality laser printing & CD-writing is available to the students. Technology Resource Centre is one of the key features of locally arranged services, which keeps students up to date with their achievements, attendance records and course lectures during the semester.

Students are encouraged to seek guidance and advice from TRC In-charge, Mr. Muhammad Yahya Waris for their computing needs relating to hardware and software applications.

The Student Resource Centre (SRC)
Information at your finger tips

The Institute of Business & Information Technology is determined to optimize the use of modern technologies in day to day learning. The Student Resource Centre is a significant achievement in this regard. The Student Resource Centre is a local web page hosted on IBIT Server that contains various informative links. The resource material available at this server contains two type of information:

• Study Resources,
• Informative Material.

Study Resources are further subdivided into following categories:

1.   Lecture Notes
Soft copy of study material in the form of acrobat, power point, word files is available on many current topics being discussed in the class. These notes are prepared by the relevant faculty member to utilize the full potential of student's time and effort.

2.   Assignments
Assignments given to the students by their teachers are uploaded on the SRC so that students can access them any time for the reference while working on these assignments in the lab. Solutions provided by the teachers to the previous assignments that had already been submitted are also available at this link so that students may get a hint to their weaknesses in the approach and may follow the better approach next time.

3.   Case Studies
Various solved and unsolved case studies given by the teachers are also placed on SRC so that student may refer to these case studies to build and enhance their problem solving skills. Students constantly refer to these case studies during their group discussions and group projects.

Informative Material contains following useful information for students and staff:

1.   Online Results

Results of quizzes, assignments and examinations are instantly uploaded on the SRC as soon as they are submitted by the teachers. Students need not to wonder and wait for days to receive their results.

2.   Attendance Records

Up to date Attendance reports imported from Student Attendance Database are available to students at any time. These links are constantly visited by the student as their attendance records are very crucial to get through the examinations. Students are eager to know their status regarding attendance and the SRC has so far succeeded to fulfill their demand. Please read carefully the course drop/ attendance policy.

3.   Notices

The SRC informs students about the current activities and events in the Institute. Most often the Students Resource Centre is the first place to know about any event being taken place at the Institute. This link also contains Time Tables, Class Notices and Examination Schedule Notifications etc.

4.   Rules and Regulations

This link is a useful place to learn rules and regulations enforced at the Institute of Business and Information Technology. It contains LAB Rules and Class Rules & Regulations.

The Student Resource Centre is rich in resources and is being enriched further by a team of professionals. The SRC of the Institute is comparable to any such information platform in any compatible international university.

Classrooms

Our Air-conditioned Classrooms are spacious, well-lit, and have comfortable seating. All class rooms are equipped with multimedia, document camera, and overhead projection system to provide teachers as well as students with the latest technological resources and facilitate effective learning. Students are encouraged to interact liberally with the teachers inside and outside the

classrooms to enhance their comprehension and knowledge of the subject. In addition, IBIT has two fully equipped auditoriums which are used for conducting seminars, workshops and exhibitions.

Hostels (only for Morning Session)

There are 23 hostels including five separate hostels for female students with total capacity of 3,281 for male and 960 for female students. The hostels are situated in Quaid-E-Azam Campus which is located in one of the beautiful areas of Lahore. A gorgeous canal graces the campus with its tall lush green trees lined on both sides. A continuous wide stretch of grassy land on either side of the canal adds enormously to its beauty. Students in their leisure time enjoy rowing in it.

The hostel facility is only available to morning class students and is subject to the availability of rooms.

Auxiliary Services

The facilities at University of the Punjab include services of an in-house bank, post office, number of canteens, photocopying services and many beautiful parks. A swimming pool is available which is regularly used by students for recreation and competition. A university mosque situated by the side of campus is also available.

The University provides medical facilities to both resident and non-resident students. It runs a health Institute for outdoor patients which includes clinical laboratories, a dental unit and an eye unit.

Transport service is available to the students on subsidized rates across the city that covers about 20 routes. The service can also be utilized for study tours.
Currently study tours are not extended to the evening class students.

A Student Teacher Centre exists on Campus. This includes shopping centre, public call office, a spacious cafeteria, halls for indoor games, public lectures and social gatherings. The centre also provides counseling and guidance services to the students. A foreign information bureau at the Centre assists the students who are desirous to seek admission for higher studies in foreign universities. The visiting students are provided boarding and transport as a token of hospitality and goodwill.

Information

Lahore is Pakistan's heart. Yet IBIT sincerely feels that the city, till now, has provided the necessary impetus and critical mass to the economic stability and prosperity of Pakistan.

The institute is relying religiously on technology being the vital force to make Lahore come up to the level of its potential in revenue generation for Pakistan. The Marketing as well as Finance Majors in conjunction with the IT Majors are being

groomed to make Lahore a big Financial Market. The Institute has successfully leveraged in combining different islands like computer applications and business only after studying the real issues on hand and have managed to develop Business Information Technology with a view to develop managers who will govern the information age organizations with a futuristic and progressive approach.

One of the Largest Intranets in Pakistan

Electronic communication is fast replacing the traditional means of communication. Internet is the largest pool of information ever available to the human kind. We have entered the era where living means getting connected and staying aloof is dying. It is essential that an institution like the University of the Punjab must get connected and brings the unfathomable ocean of information to the finger-tips of the research scholar on campus. An optical fiber based, University-wide, network for providing Internet connectivity to the whole campus has been successfully completed. A 6.0 km long network using multimode graded index optical fiber cable as the backbone is only the beginning of the making of a new culture. It serves as an Internet helping to more than 40 teaching Departments and Colleges of the University.

Information Technology Centre

Rapidly developing information technologies are presenting information systems executives with the opportunity to provide timely, high-quality information to support decision-making and innovation in all areas of managing an enterprise. Major changes in the business environment, including globalization, corporate mergers, flexible manufacturing, cost paring and downsizing, are increasing the importance of information technologies as organizations struggle to compete and survive.

Advances in computer hardware, software, and communications are driving developments in computer applications across the board, including information processing, office automation, data base management, data communications, artificial intelligence, and systems development methodologies. Managers have to carefully gauge these trends, evaluate the implications for their own environment, and manage the harnessing of the appropriate information technologies.

The Information Technology Center (ITC) is dedicated to helping future managers achieve these objectives. Sponsors and clients of the center benefit from research in a wide variety of important fields, working papers, monographs, workshops, and symposia. Training and consultation for individual clients can be provided. The center is in the process of securing several research grants from government and industry.

Career

Ask the Director about the career for IBIT students. And he would come back with his example of a resilient coil spring. His advice is always based on his own experience as a professor and a business student. The Institute provides a dedicated resource and bridges the gap between the students' education and potential employers.

The career path is focused by different seminars and training sessions. The Institute has already made necessary arrangements for the career development of its students. Resumes, mock interviews, case studies, management skills, interpersonal skills and self presentation skills are the common tools employed by the Institute to attract potential employers from beyond the geographic border of Pakistan, with special emphasis on markets of Australia, Canada, Europe, the Middle East and the United States.

Students of IBIT have been offered jobs in managerial capacity in many reputed organizations like PIA, Packages, Nestle, Alfalah Bank, Habib Bank, Allied Bank, Warid, Mobilink, Telenor, UBL, ABN AMRO and other local companies and multinational companies in Pakistan. The pay packages offered to these students is ranging from 20,000 to 40,000.

HR Managers from corporate sector with IBIT Director and faculty members

By the Grace of Allah, the positive response our students are getting from the local business market indicates that our programs are update and meeting the requirements of the market forces.

"Value addition throughout the value chain is only possible if the student learns to show resilience during the formative days of their careers and I see a lot of happy employers getting ready to accept our graduates. Smiles back the career conscious Director."

Career Development

Individual counseling is available to assist students in the exploration of their interests, abilities, career-related skills, work values, career preparation, resume preparation, and job searches. The Program Coordinators often encourages students to take the Myers-Briggs Type Indicator (MBTI) and the Strong Interest Inventory as ways of assessing personality characteristics and interests that may suggest suitable career directions. This exercise is normally carried out to access and gauge student's leanings to help them decide a major track in order to complete their degrees.

IBIT Career Services

The mission of IBIT Career Services is to encourage and educate students and alumni in developing comprehensive career plans and self-directed job search techniques. Career services are looked after by a permanent faculty member, Placement & Industry Liaison, with an objective of assisting students and alumni in finding full-time or part-time, internship and co-op employment opportunities. Services aimed for will provide career development workshops, job listings, resume referral, on-campus employment interviews, career days and information on careers, employers and job search techniques. On-campus recruiting is being done and further developed for both the graduate as well as undergraduate students.

Head of HR State Bank of Pakistan addressing a workshop arranged in IBIT Seminar Hall

Vice Chancellor Punjab University, Prof. Dr. Mujahid Kamran and Director IBIT in a meeting with the HR team of State Bank of Pakistan in IBIT

Program Coordination

Program Coordinators are available to provide administrative, academic, research and student development guidance to the students for effective learning. The program coordinators are thoroughly familiar with the above mentioned responsibilities at the same time they are available for the coordination and facilitation regarding student mentoring. They maintain, evaluate and improve various administrative and academic processes of the Institute to ensure top class quality through guidance, orientation, and facilitation. Prof. Nasir Malik (Program Coordinator Academics & Business Studies) and Prof. Asim Tanveer (Program Coordinator IT) are available for all the help a student requires.

Semester System at IBIT

Institute operates on semester system basis: Fall semester beginning in October and Winter semester in February. However, the institute is offering a condensed summer term to the currently enrolled / continuing students. Duration of each regular semester is 18 weeks.

Credit Hours

Credit for course work is recorded in Credit Hours. For most courses, three credit hours represent two class meetings per week of 90 minutes each. For application/computer classes, the ratio may differ somewhat from course to course. Majority of the courses offered at IBIT are of either three or four credits.

Course Numbering System

Courses offered at IBIT are numbered in a way that first 2-4 alphabets represent the discipline of study, next three digits represent the level of courses, and the last digits represent the credit hours of the course. Example of a Course Code/Number:

MGMT 4023	MGMT	402	3
Business Organization & Management	Discipline	Course level	Credit hours

Course Code Prefix	Discipline
ACCT	Accounting
BUS	Business and related courses
ECON	Economics
FIN	Finance
GEN	General education courses in the disciplines of natural sciences, social sciences and humanities
IT	Information Technology & Computer Science courses
MGMT	Management
MKTG	Marketing
STAT	Statistics
TRN	Training & Projects

Projects or courses with TRN prefix consist of internship and projects. Registration for such courses typically requires special permission as well as successful completion of a specific number of courses. Courses numbered 400 - 499 are either BBIT (Hons.) or foundation courses. Courses numbered 500 - 599 are either MBIT or advanced level courses. In certain circumstances, MBIT students are often offered 400 level courses for foundation work.

Grading System

A numerical point value is assigned to graded work which is as follows:

GRADING SYSTEM

Percent **Marks**	Letter **Grade**	Grade **Points**
85-100	A	4.00
80-84	A-	3.70
75-79	B+	3.30
70-74	B	3.00
65-69	B-	2.70
61-64	C+	2.30
58-60	C	2.00
55-57	C-	1.70
50-54	D	1.00
Below 50	F	0.00
Withdrawal	W	
Force Withdrawal	WF	
Incomplete	I	

Grade 'I': Incomplete

This grade is awarded only on the basis of illness supported by medical evidence, or compassionate grounds or other unusual circumstances on the recommendations of the faculty member(s) concerned, the student advisor and with the approval of the Director. The period allowed for completion shall not be more than two months from the completion of the semester in which grade **"I"** is assigned. After that period, student will automatically be assigned a grade 'F' in the course.

Grade "W" "WF": Withdraw / Force Withdrawal

Grade **"W"** is requested by the student to avoid a poor or failing grade in a specific course with the recommendation of the faculty member and approval of the program coordinator. Last date to request for a grade 'W' ends in the 14th week of the Semester. A student is not required to repeat the course with the grade 'W', if the course is not part of the graduation requirement of the program. This grade will not be calculated in the CGPA.

Director can grant a grade **'WF'** to a student with excessive absences due to student's own conduct and / or exceptional circumstances (e.g. death/accident etc in immediate family). Both of the above mentioned grades are not calculated in the CGPA.

Grade Point Average and its Calculation

Grade Point Average (**GPA**): The Grade Point Average equals the **Total Number of Points** earned divided by the **Total Number of Credit Hours** for which grades are earned.

Calculating GPA: In order to compute GPA of a Semester, initially a student will need the **Total Number of Credit Hours** earned. For this, you will need to add up the credit hours of course for which a letter grade (A ,A-,B+,B,B-,C+,C,C-, D or F) has been received.

After this, the student will need to calculate the **Total Number of Points** earned. To do this, the student will need the information from the Grading System Table. Grade Points associated with each Letter Grade (you have earned in a specific course) is multiplied by the number of credit hours that specific course is worth to get grade points earned in that specific course.

Lastly, the student will add grade points earned for individual courses taken in a Semester to get the Total Number of Points earned in all the courses registered.

Divide **Total Number of Points** earned in a semester by **Total Number of Credit Hours.**

For example: If the student obtains a grade A+ in four credit hours course of "Introduction to Programming Concepts" , the grade points for that course would be: 4 (Credit hours for Programming Concepts) x 4 (grade points for A+). Continue in this manner for all letter graded courses you have taken and then add the number of grade points you have completed. Finally, divide total grade points earned by total credit hours earned.

GPA　　=　　Total Grade Points earned
　　　　　　　Total Credit Hours earned

No	Course Code	Course description	Letter Grade	Grade Points	Course Credit Hours	Total Grade Points
				x	y	x * y
1	MGMT 4023	Business Organization & Management	A+	4	3	12
2	GEN 4043	English Composition	A	3.7	3	11.1
3	IT 4074	Introduction to Programming Concepts	B	3	4	12
4	ACCT 4013	Principles of Accounting	D	1	3	3
		Total			**13**	**38.1**

GPA in the semester **= 38.1/13   = 2.93**

Cumulative Grade Point Average (CGPA) is the Grade Point Average for the entire work at any given period of time. It is calculated in the same manner as above except the calculation will be done on the basis of all the courses completed in all the semesters at any specific period of time.

Rules & Regulations

Attendance Policy

IBIT requires a student to have an EIGHTY FIVE (85) percent attendance in each course, to obtain a passing grade.

However, in case of unforeseen/exceptional circumstances (e.g., accident / death of father, mother, real sister/ brother etc.), the Director can relax the requirement to EIGHTY (80) percent.

Leave Form must be submitted for any planned absence with parent's/guardian's approval.

ONLY for students enrolled in the first Semester: Students not complying with the attendance policy in all the registered courses will result in admission cancellation.

Summary of Attendance Requirement	In % age	In Number *
Classes in each Semester	100%	36
Attendance Required	85%	30
Absents allowed for unforeseen circumstances beyond student control	15%	6
Attendance Required (Including exceptional circumstances)	80%	29
Absents allowed (Including exceptional circumstances)	20%	7

Applicable to all courses with approximations.

Students are advised to attend all (100%) classes in each subject. Absents allowed for unforeseen circumstances is a facility to accommodate inherent human limitations and should ONLY be utilized under very severe unavoidable situations.

Course Add/Drop
⇨ Students may drop a course for which they have registered and add another course in its replacement in that semester with the approval of program coordinator/director. However, this must be done no later than completion of 1st week of the semester.
⇨ A student, with the consent of program coordinator/director, can drop a course within 5 weeks of the commencement of the semester. In case a course is dropped nothing will be indicated on the academic transcript.

⇨ "Rules for Promotion" will apply in deciding the maximum number of courses a student can drop in any semester.

Repeating Courses

⇨ Students will have to repeat a course which they either dropped or in which they earned **'F'**, **'W'** or **'WF'** grade, if that course is a part of the graduation requirement. Once the course is repeated the previously earned grade will be excluded from CGPA calculation. However, both the grades will be reflected on the academic transcript.
⇨ In case a student is required to repeat a course but that course is not offered anymore, he/she will have to take a replacement for that course. The replacement course will be advised and approved by the program coordinator/director.
⇨ In case a student takes a new course in lieu of the course in which he/she failed or earned a poor grade, both the grades will reflect on his/her transcript i.e., old course grade and new course grade. However, the old course grade will not be considered for CGPA calculation.
⇨ A Student with an **"F"** grade can avail two chances to improve his/her **"F"** grade before it becomes part of his/her CGPA calculation.
⇨ If a student gets a 'D' grade, he/she can repeat the course when offered to improve his/her grade for undergraduate students. A graduate student with a grade 'C' can repeat the course if he/she desires to improve. The maximum number of courses that can be repeated is two.
⇨ Students who are dropped on academic basis will not be allowed to repeat any course to improve their CGPA.
⇨ A course can be repeated within the time limit specified for degree completion or before the notification has been made for the award of degree, whichever comes earlier.

Promotion, Probation & Expulsion Rules

Rules for Promotion & Probation for BBIT (Hons.)

⇨ Student has to maintain CGPA of 2.30 throughout his/her degree program for his/her promotion otherwise he/she will be removed from the rolls of the Institute.
⇨ In case a student is able to obtain GPA of 1.80 or more but less than 2.30 he/she will be promoted to the second semester on probation. The candidate, who fails to secure 1.80 GPA in the first semester, shall stand automatically dropped from the rolls.
⇨ At the end of the second semester and before the last semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.30 and must also pass at least 75% of the courses offered to his/her batch in order to be promoted to the next semester. If any of the preceding two conditions is not complied with by a student he/she shall be removed from the rolls of the Institute. This rule will supersede all other rules which allow a student to drop or withdraw from a course including force withdrawals in a course.

⇨ It is responsibility of the student to plan his/her courses in a way that he/she meets the requirement of passing 75% of the courses offered to his/her batch by the end of 2nd semester with a minimum CGPA of 2.30.

⇨ If a student has not availed opportunity of probation during the first two semesters then he/she will have the right to avail probation once in the following semesters.

⇨ A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.30 but not less than 2.20 at the end of the last semester, may be allowed to repeat upto two courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.30 failing which he/she shall be removed from the rolls of the Institute.

Rules for Promotion for MBIT

⇨ Student has to maintain CGPA of 3.00 throughout his/her degree program for his/her promotion otherwise he/she will be removed from the rolls of the Institute.

⇨ In case a student is able to obtain GPA of 2.70 or more but less than 3.00 he/she will be promoted to the second semester on probation. The candidate, who fails to secure 2.70 GPA in the first semester, shall stand automatically dropped from the rolls.

⇨ At the end of the second semester and before the last semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00 and must also pass at least 50% of the courses offered to his/her batch in order to be promoted to the next semester. If any of the preceding two conditions is not complied with by a student he/she shall be removed from the rolls of the Institute. This rule will supersede all other rules which allow a student to drop or withdraw from a course including force withdrawals in a course.

⇨ It is responsibility of the student to plan his/her courses in a way that he/she meets the requirement of passing 50% of the courses offered to his/her batch by the end of 2nd semester with a minimum CGPA of 3.00.

⇨ A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 3.00 but not less than 2.90 at the end of the last semester may be allowed to repeat one course in which he/she had obtained the lowest grade, in order to improve the CGPA so as to obtain the minimum of 3.00 failing which he/she shall be removed form the rolls of the Institute.

Rules for Promotion for MBIT – Evening (Executive Program)

⇨ Same as the Rules for Promotion for BBIT (Hons.)

Graduation Rules for the Award of Degree

For the award of degrees at IBIT, a student must have:

⇨ Passed all the required courses outlined in respective scheme of study approved by the Board of Studies for IBIT.

⇨ Successfully completed all the requirements specified in respective scheme of study approved by the Board of Studies – IBIT.

⇨ Obtained a Cumulative Grade Point Average (CGPA) of 2.30 or higher out of a maximum of 4.00 for BBIT (Hons.) and MBIT-Evening degrees.

⇨ Successfully completed a minimum of eight weeks of internship program in a professionally recognized organization and a detailed project, on preferably the same organization, for BBIT (Hons.) degree.
⇨ Obtained a Cumulative Grade Point Average (CGPA) of 3.00 or higher out of a maximum of 4.00 for MBIT degree.
⇨ Successfully completed a Major Project/Thesis for MBIT degree.
⇨ Passed the Comprehensive Examination given after the completion of course work for MBIT degree.
⇨ Fulfilled all other requirements outlined in the rules & regulations.
⇨ Displayed good character/behavior throughout his/her stay in the Institute.
⇨ Passed specified number of areas of specialization courses within a single field of specialization.
⇨ Grade 'F', Grade 'I', Grade 'W' or Grade 'WF' in any of the required courses will result in the ineligibility to graduate till passing the respective course.

Please refer to the respective scheme of studies approved by Board of Studies – IBIT for updated degree requirements.

Time Limits on Completion of Degrees
Students proceeding to the degrees at the Institute of Business & Information Technology must complete their respective degrees within two years of the date of their formal session completion.

Cancellation of Admission for BBIT (Hons.) and MBIT Program
⇨ If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notice.

Freezing of a Semester for BBIT (Hons.) and MBIT Program
⇨ Student can freeze a semester only with the approval of the director of the Institute.
⇨ A Student who fails to register in any semester or fails to produce the director's approval to freeze the semester will have his/her name struck from the rolls of the Institute. His/Her readmission will be governed by the University's rules and regulations.
⇨ No freezing in the first semester is allowed.
⇨ Student can freeze a maximum of two semesters during the entire degree program. However, in case a student freezes a semester, he/she will be responsible for the completion of his/her degree within the time limits specified in the "Time Limits on Completion of Degrees Rule".

Record Keeping
⇨ IBIT will keep academic record of each student for two semesters only. After which the academic record will be destroyed and IBIT will not be responsible for any liability.

Rules for Admission

⇨ Any student, who was rusticated, expelled or whose entry in any College/University Campus was banned for any reason whatsoever at any time during his/her academic career, shall not be admitted to any class without the permission of the Syndicate. The Syndicate may not consider such cases except on the recommendations of the Admission Committee.

⇨ Any person who has attained the age of 26 years on the last date fixed for the receipt of the applications for admission shall not be admitted to MBIT Program. Age limit for students seeking admission for BBIT (Hons.) program is 24 years. For all other programs the age requirements, if any, will be announced at the time of admission.

⇨ The other admission criterion for different degree programs are to be developed by the Admission Committee and will be advertised to the students applying for admission.

⇨ For all other admission related rules refer to University Admission Regulations.

Course Workload
For BBIT (Hons.):

⇨ A regular student will normally be required to take workload of twelve to eighteen credit hours in a regular semester.

⇨ A regular student can take up to six credit hours in a summer semester.

⇨ Under special circumstance the director may allow a student to take one additional course.

For MBIT:

⇨ A regular student will normally be required to take workload of nine to twelve credit hours in a regular semester.

⇨ A regular student can take up to six credit hours in a summer semester.

⇨ Under special circumstance the director may allow a student to take one additional course.

Student Financial Aid
Assistance Based on Need

Students subject to selective financial aid will be required to file a statement that the student has no means to carryout his/her education further. This may be a DIRECT NEGATION of the student's initial declaration at the time of the submission of his application form. That he /she would not demand any financial assistance from the school on need basis. This provision is being provided to cater for any unforeseen financial distress the student's parent /guardian may experience.

Students wishing to participate in any of the financial aid programs should be registered, at IBIT, with full course load for graduate as well as under graduate programs. Also, only the regular (morning) students are qualified for this program. "Evening", "Special", and students with "Probation" are not eligible for financial aid programs.

Scholarships

The Institute of Business and Information Technology provides merit scholarship to students who have demonstrated exceptional academic achievement. Normally, every semester brings scholarship to 10 % students of each session. In addition, IBIT is also making arrangement to offers a number of endowed scholarships that are administered by individuals and other programs. Graduate scholarships are awarded on the basis of scholastic excellence and adequate preparation for graduate study in the student's chosen field, as shown by the student's academic record. Scholarship eligibility criteria include admission into a degree program, enrollment in coursework leading to the degree, reasonable progress in the degree program, good academic standing, CGPA, and in some cases, references and personal statements.

Scholarship funds have been contributed by individual donors, PU alumni, corporations, government agencies and other entities to recognize and reward academic excellence.

Assistantships

Research and teaching assistantships are also available with respect to all the subjects being covered at the undergraduate and graduate levels. Only those students are eligible, who are unconditionally admitted to the Institute. Prospective graduate students should see the appropriate department chair for further information. To be continued on a research or teaching assistantship, a student must be in good standing and have performed assigned duties satisfactorily in the preceding semesters as determined by the respective faculty member.

Student Conduct and Discipline

The Institute of Business and Information Technology reserves the right to impose disciplinary penalties, including permanent expulsion, against a student for disciplinary reasons. Information about the rules of conduct and due process procedures are based on the regulations book of the University of the Punjab. Please refer to the Rules and Regulations Book for further explanations.

Hazing

Hazing in educational institutions is prohibited at IBIT. Individuals or student organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the local law does not affect or in any way restrict the right of IBIT to enforce its own rules against hazing.

At IBIT a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another person in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report firsthand information that a hazing incident is planned or has occurred in writing to the Program Coordinator or In charge Student Affairs/ Administrative Officer. The fact that a person consented to or acquiesced in a hazing activity is not a defense.

To encourage reporting of hazing incidents, IBIT aims to grant immunity to any person who reports a specific hazing event to the Program Coordinator's Office.
The law defines hazing as an intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of that student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;

- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;

- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and

- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the University Code. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

Use of Campus Facilities

The property, buildings or facilities owned or controlled by The Institute of Business and Information Technology are not open for assembly, speech or other activities as are the public streets, sidewalks and parks. No person, organization, group, association or corporation may use property, buildings or facilities owned or controlled by IBIT for any purpose other than in the course of the regular programs or activities related to the University's role and mission unless authorized by and conducted in compliance with the Rules and Regulations of the University of The Punjab.

Vehicle Emissions Inspections

Vehicles parking or driving on IBIT area side of campus must comply with vehicle emissions inspections standards. Any violation in Semesters of emissions or adding to noise pollution can lead to surrender of usage of ones personal car at IBIT. Vehicles not in compliance will not be allowed to be parked at IBIT.

Student Travel Policy

Student safety is a priority for IBIT at the University of The Punjab. This policy, designed to minimize the risk connected with student travel, is applicable to student travel undertaken by one or more currently enrolled students to reach an activity or event that meets all of the following criteria.

- Travel is planned and funded by the University;
- Travel is more than 25 miles from the University;
- Travel to the activity or event is funded and undertaken using a vehicle owned or leased by the University; or
- Attendance at the activity or event is required by a registered student organization in good standing and Travel Rules & Regulations approved in accordance with this policy.

Travel Rules and Regulations

Students often make out of station visits either for recreational or study purposes. The Institute will ensure that following are fulfilled as far as compliance is concerned. Seat Belts, Alcohol and Illegal Substance Prohibited Passenger Capacity, License and Training, Proof of Insurance, Inspection and Safety Devices, Legal Operation of Vehicles and Driving Schedule. Operators of motor vehicles shall comply with all laws, regulations and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than three hours without at least a 15-minute rest stop. There shall be no driving between the hours of 09 p.m. and 6 a.m. without prior approval of the appropriate administrative official or Director of the IBIT.

Each vehicle owned or leased by The Institute must be subject to scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of The University of The Punjab procedures memoranda.

All drivers of vehicles owned or leased by the Institute of Business and Information Technology, shall be the employees of The University of the Punjab authorized to drive the University vehicles in accordance with the policies of the University of the Punjab. He should have a valid driver's license.

IBIT Student's Security and Safety Policy

At IBIT, students come first. We as IBIT family will ensure that security and safety policies include:
- Procedures for reporting acts of violence, criminal actions or other emergencies occurring on campus.
- Policies concerning security of and access to campus facilities, including labs, library, class room and auditoriums. Institute may ensure enforcement through available system of authority and responsibilities.
- A description of programs designed to inform students and employees about the prevention of crimes, and campus security procedures.
- The policy of monitoring and recording of students' criminal activity occurring at off-campus locations of student organizations officially recognized by the institution.
- The policy regarding the possession, use and sale of alcoholic beverages and illegal drugs, and enforcement of federal and Punjab Government drug and drinking laws.
- A description of drug or alcohol-abuse education programs.
- Gender assault/harassment programs to prevent gender offenses, and procedures to follow when a gender offense occurs.
- A strict and religions adherence to IBIT's disciplinary rules and regulations.

Students' Executive Committee (SEC)

Another salient feature at IBIT is the Student's Executive Committee (SEC). Brilliant minds from all batches constitutes the executive members of the SEC. SEC is further divided into different sub-committees that deal with different areas like public relations, industrial liaison, functions, sports and IBIT journal & newsletter. SEC provides an excellent opportunity for the students to enhance their skills in their relevant area of interest. It also serves as a forum where the administration and students interact frequently to discuss matters of mutual interest.

Student Executive Committee members during Fun Fair in IBIT

Vice Chancellor Punjab University, Prof. Dr. Mujahid Kamran distributing the prizes in IBIT Annual Dinner to the winners of different sports events.

Director IBIT addressing Farewell Party in IBIT

Students attending Annual Dinner in IBIT

Students attending a Seminar arranged in IBIT Seminar Hall

Students attending workshop arranged in IBIT Seminar Hall

Students attending workshop arranged in IBIT Seminar Hall

Blood Donors Society

IBIT has established a Blood Donors Society for helping people in need of blood. Students as well as faculty members volunteer to donate blood to meet emergency situations. Information is collected at the time of submission of forms. Please visit us at our website: (www.ibitpu.edu/bloodsociety) for current and up to date rules & regulations.

Forum for Recreational Sports

The Forum for Recreational Sports provides a diverse offering of recreational and leisure experiences for students, faculty and staff. More than six activities in competitive and recreational area steam, individual and co-recreational are scheduled throughout the year. Students have been grouped in different houses.
The Club for Recreational Sports consists of following areas:

IBIT Students on a recreational trip to Mangla Dam

- Students are welcome to drop by the Program Coordinator's Office for Informal Registration and create their own club or sports society. They may choose from a variety of activities such as, badminton, basketball, table tennis, indoor track, volleyball, weight rooms, cardiovascular machines, jogging trails, locker/shower facilities and lounges. Students are able to access the University of the Punjab facilities with a valid IBIT student card.
- Inter house Sports provides opportunities for participation in recreational and competitive activities. Divisions for men, women, and co-recreational teams are offered in team activities and in many individual dual sports. Activities include scrabble, table tennis, billiards and many more.
- The Sports Club program serves individual interests in different sports. Some students represent University of the Punjab in intercollegiate competition and/or conduct activities such as practice and instruction. Membership guidelines vary. Some of the current clubs include men's and women's soccer, men's and women's volleyball, cycling, martial arts, and lacrosse.

Academic Programs

a) BBIT (Hons.) (Admission after 12 years of Education)
b) MBIT Direct (Exit Degree of BBIT (Hons.) after 2 years/76 credit hours) (Admission after 14 years of education)
b) MBIT via BBIT Hon. (Admission after 16 years of Education)
c) MBIT –Evening (Executive Program)

Road Map for MBIT Degree at IBIT

MBIT via BBIT (Hons.)   MBIT Direct

| 12 years of Education | | 14 years of education |

| 4 Years BBIT (Hons.)
For details, see page 32 | | 2 Years BBIT (Hons.)
For details, see page 36 |

| Exit with Bachelors
Hon. Degree |

If CGPA is > 3.0, may opt for   If CGPA is > 3.0, may opt for

| MBIT 2 years
For details, see page 40 | | MBIT 2 Years
For details, see page 40 |
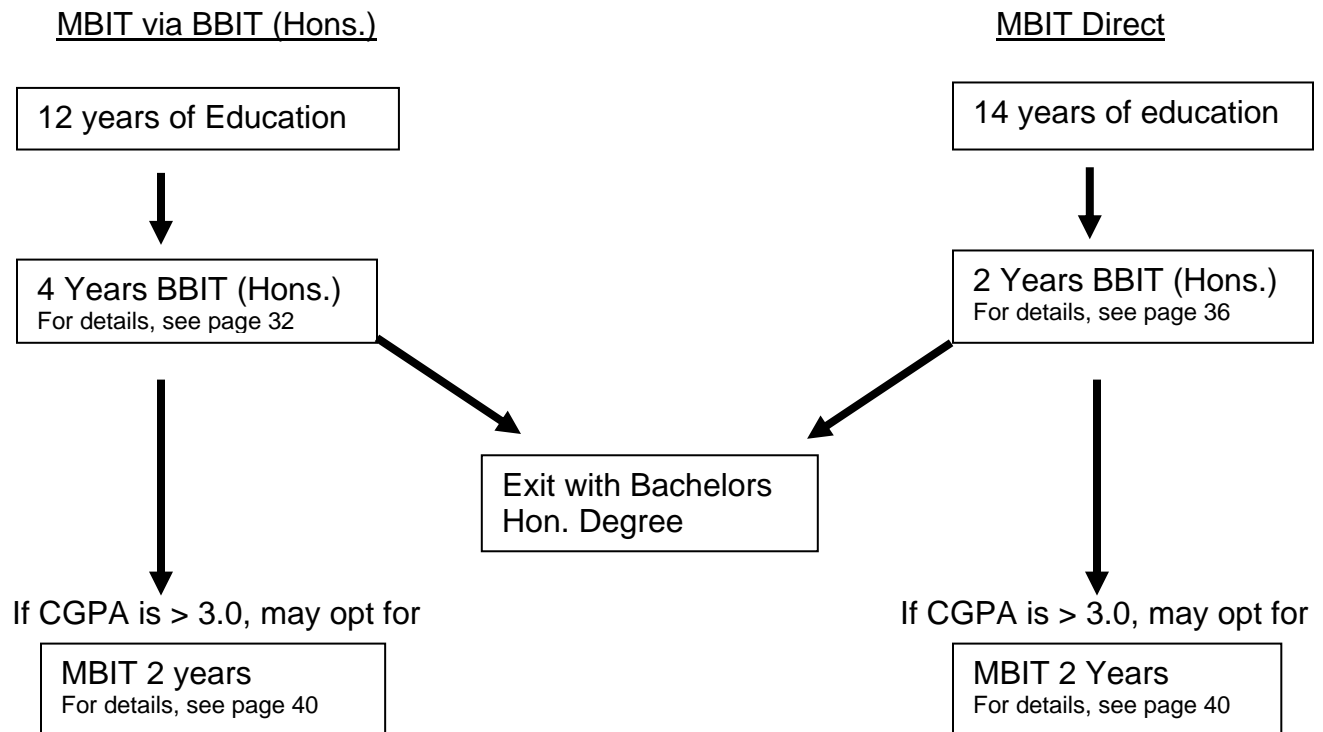
Bachelor of Business and Information Technology (Honors) (BBIT-Hons.)

After 12 years of Education

It is a 4 year full time study program spread over eight semesters. Each Semester comprises of 18 weeks. Students are offered courses in Business and Information Technology which blend into a coherent and professional degree program. The courses of study may be changed from time to time by the Academic Council on the recommendations of the Board of Studies. Such changes will be notified before the commencement of the semester in which they will take effect.

Eligibility Requirements

To be eligible for the BBIT (Hons.) Program a candidate must have: Intermediate or Equivalent qualification from a recognized Board or University.

Admission Criteria

Admission merit is determined on the past academic record and the marks obtained in the Entry Test given to the students for admission. The academic record is evaluated by giving weighted percentage marks obtained in Matriculation, F.A./F.Sc. or its equivalent examinations (50% marks required to be eligible). The net merit is calculated by the following formula.

[0.4 * Percentage marks in Secondary School Certificate examination
+ 0.6 * Percentage marks in Intermediate examination**]**

Assessment of Study Progress

Students' progress is assessed by formal examinations, quizzes, cases, projects, and home assignments etc. There will be two compulsory examinations in each Semester for each course; Mid-Semester and Final Examination. The dates for these examinations are announced well in advance. Mid-Semester examination takes place during 9th week, while the final examination is given at the conclusion of the course. In addition to these exams, sessional work comprising quizzes, class work, home assignments, class presentation and class discussion if any, and Semester papers is also carried out. The grades in the above examinations and sessional work are determined and given by the concerned instructors. If a student fails to appear in any examination, quiz or fails to submit the Semester paper/home assignment in time or is unable to give his presentation on due date, he/she will be awarded zero mark in respective examination/ assignment etc.

Award of Degree

For the award of BBIT (Hons.) degree, a student must have:

(a) passed courses totaling at least 138 credits from the courses given below.
(b) completed an internship and a project under the supervision of a member of the faculty and submitted a detailed project report.
(c) obtained a Cumulative Grade Point Average (CGPA) of 2.3 or higher out of a maximum of 4.0.
(d) fulfilled other requirements outlined in the rules & regulations section of the prospectus.

Scheme of Study for BBIT (Hons.)

The courses taught in BBIT (Hons.) are given below. The courses may be revised as a result of continuous review conducted every Semester to bring them at par with top-class foreign universities' courses and accommodate HEC, industry needs, commerce and the government requirements.

Bachelor of Business & Information Technology - Hons.
BBIT (Hons.) - [After 12 Years of Education]

Scheme of Study			
Code	**Course Name**	**Cr. Hr.**	**Comments**
ACCOUNTING			
ACCT 4013	Principles of Accounting	3	
ACCT 4113	Cost Accounting	3	
BUSINESS			
BUS 4263	Business Law	3	
ECONOMICS			
ECON 4033	Microeconomic Theory	3	
ECON 4133	Macroeconomic Theory	3	
FINANCE			
FIN 4153	Business Finance	3	
GENERAL (Humanities, Natural & Social Sc & Uni. Req.)			
GEN 4154	Islamiyat & Pakistan Studies	4	Compulsory
GEN 4083	Introductory Mathematics	3	Compulsory
GEN 4293	Mathematics for Management Sciences	3	Compulsory
GEN 4043	English Composition	3	Compulsory
GEN 4243	Business Communication	3	Compulsory
GEN 4163	Personality Representation	3	Optional Courses: Student must successfully pass at least two courses out of these seven, totaling 6 credit hours.
GEN 4013	English Grammar	3	
GEN 4173	International Relations	3	
GEN 4183	Pakistan's Political History	3	
GEN 4003	Introduction to Sociology	3	
GEN 4023	Introduction to Psychology	3	
GEN 4063	Introduction to Philosophy	3	
INFORMATION TECHNOLOGY			
IT 4054	Information Systems	4	
IT 4074	Introduction to Prog. Concepts	4	
IT 4084	System Modeling	4	
IT 4104	Distributed Computing Envt.	4	
IT 4124	Project Management	4	
IT 4134	Database Systems	4	
IT 4144	Data Warehousing & Data Mining	4	
IT 4154	Object Oriented Programming	4	
IT 4174	Introduction to E-commerce	4	
IT 4184	Data Communication & Computer Networks	4	
MANAGEMENT			
MGMT 4023	Business Organization & Mgmt	3	
MGMT 4183	Human Resource Management	3	
MGMT 4194	Operations Research	4	
MGMT 4233	Organization Theory & Design	3	
MARKETING			
MKTG 4163	Principles of Marketing	3	

<u>STATISTICS</u>

STAT	4134	Business Statistics I	4
STAT	4234	Business Statistics II	4

<u>TRAINING & PROJECTS</u>

TRN	4264	Seminar on Current Bus & IT Trends	4
TRN	4276	Business Internship & Project	6

Scheme of Study for BBIT (Hons.)
Semester wise Breakup

BBIT (Hons.) Program will be spread over eight Semesters of 18 Weeks each. Five courses will be offered every Semester and there will be TWO Classes per course per week of 1½ hour duration each.

Term Wise Break Up

Code		Course Name	Cr. Hr.
Term 1 (FALL)			
GEN	4083	Introductory Mathematics	3
GEN	4043	English Composition	3
GEN		General Optional Course No. 1	3
IT	4054	Information Systems	4
MGMT	4023	Business Organization & Management	3
			16
Term 2 (WINTER)			
GEN	4293	Mathematics for Management Sciences	3
GEN	4243	Business Communication	3
GEN	4154	Islamiyat & Pakistan Studies	4
GEN		General Optional Course No. 2	3
IT	4074	Introduction to Programming Concepts	4
			17
Term 3 (FALL)			
ACCT	4013	Principles of Accounting	3
ECON	4033	Microeconomic Theory	3
IT	4084	System Modeling	4
IT	4154	Object Oriented Programming	4
STAT	4134	Business Statistics I	4
			18
Term 4 (WINTER)			
ECON	4133	Macroeconomic Theory	3
FIN	4153	Business Finance	3
IT	4134	Database Systems	4
MKTG	4163	Principles of Marketing	3
STAT	4234	Business Statistics II	4
			17

Code		Course Name	Cr. Hr.
Term 5 (FALL)			
ACCT	4113	Cost Accounting	3
IT	4144	Data Warehousing & Data Mining	4
IT	4184	Data Comm. & Computer Networks	4
		Area of Specialization Course No. 1	3
		Area of Specialization Course No. 2	3
			17
Term 6 (WINTER)			
MGMT	4183	Human Resource Management	3
IT	4104	Distributed Computing Environment	4
IT	4174	Introduction to E-commerce	4
		Area of Specialization Course No. 3	3
		Area of Specialization Course No. 4	3
			17
Term 7 (SUMMER)			
TRN	4276	Business Internship & Project	3
			3
Term 8 (FALL)			
BUS	4263	Business Law	3
IT	4124	Project Management	4
MGMT	4194	Operations Research	4
		Area of Specialization Course No. 5	3
		Area of Specialization Course No. 6	3
			17
Term 9 (WINTER)			
MGMT	4233	Organization Theory & Design	3
TRN	4264	Seminar on Current Bus & IT Trends	4
TRN	4276	Business Internship & Project	3
		Area of Specialization Course No. 7	3
		Area of Specialization Course No. 8	3
			16

Summary:

Total Credits	138
Total Courses	39
Project	1
Years to Complete	4

Area of Specialization Courses
Atleast 8 Courses from any one out of four Area of Specializations

Code		Course Name	Cr. Hr.	Comments

FINANCE

Code		Course Name	Cr. Hr.	Comments
FIN	4213	Advance Financial Management	3	
FIN	4223	International Finance	3	
FIN	4233	Commercial Banking	3	
FIN	4243	Capital Budgeting & Inv Decisions	3	Area of Specialization Courses (Any 8)
FIN	4253	Money & Capital Markets	3	
FIN	4263	Credit Risk Analysis	3	
FIN	4273	Introduction to Derivatives	3	
FIN	4283	Emerging Trends in Finance	3	
FIN	4293	Financial Econometrics	3	

MARKETING

Code		Course Name	Cr. Hr.	Comments
MKTG	4213	Marketing Management	3	
MKTG	4223	Marketing Research	3	
MKTG	4233	Retailing & Merchandising Mgmt	3	
MKTG	4243	Selling & Sales Management	3	Area of Specialization Courses (Any 8)
MKTG	4253	Sales Promotion & Adv Mgmt	3	
MKTG	4263	Franchise Structure & Mgmt	3	
MKTG	4273	Industrial Marketing	3	
MKTG	4283	Direct Marketing Strategies	3	
MKTG	4293	Principles of Transportation	3	
MKTG	4203	Mktg for Non Profit Organizations	3	

ACCOUNTING

Code	Course Name	Cr. Hr.	Comments
ACCT 4213	Intro to Accounting Information Systems	3	
ACCT 4223	Auditing	3	
ACCT 4233	Accounting Techniques for Managers	3	Area of Specialization Courses (Any 8)
ACCT 4243	Tax Accounting for Management Decisions	3	
ACCT 4253	Financial Statement Analysis	3	
ACCT 4263	Advance Auditing	3	
ACCT 4273	Emerging Trends in Accounting	3	
ACCT 4283	Corporate Accounting	3	

INFORMATION TECHNOLOGY

Code	Course Name	Cr. Hr.	Comments
IT 4413	Object Oriented Software Engineering	3	
IT 4423	Computer Organization	3	
IT 4433	Operating systems	3	
IT 4443	Computer & Network Security	3	Area of Specialization Courses (Any 8)
IT 4453	Network Programming	3	
IT 4473	Visual Programming Techniques	3	
IT 4483	Theory of Automata	3	
IT 4493	Compiler Construction	3	
IT 4513	Distributive Database Systems	3	
IT 4523	Web Enabled Database Systems	3	

Note: Term wise course offering is subject to modification to accommodate board of studies recommendations as well as faculty availability.

B) **MBIT Direct**
[After 14 Years of Education]

(Exit Degree of Bachelor of Business & Information Technology - Hons. BBIT - Hons., after 2 years)

It is a 2 year full time study program spread over four semesters, at the end of which students will get BBIT (Hons.) degree if the degree requirements of BBIT (Hons.) are fulfilled. Afterwards, the students with **CGPA** of 3.0 or more may opt for MBIT degree. Each Semester comprises of 18 weeks. Students are offered courses in Business and Information Technology which blend into a coherent and professional degree program. The courses of study may be changed from time to time by the Academic Council on the recommendations of the Board of Studies. Such changes will be notified before the commencement of the semester in which they will take effect. Please not that if student has not achieved 3.0 CGPA by the end of second year of MBIT Direct, he /she can not be promoted to the MBIT program and has to exit with BBIT (Hons.) degree instead.

Eligibility Requirements

To be eligible for the MBIT Direct Program a candidate must have: Bachelors or Equivalent qualification from a recognized University. Students are required to provide equivalence certificate from university of the Punjab to be eligible for admission.

Admission Criteria

Admission merit is determined on the past academic record and the marks obtained in the Entry Test given to the students for admission. The academic record is evaluated by giving weighted percentage marks obtained in Matriculation, B.A./B.Sc./ B.Com or its equivalent examinations (50% marks required to be eligible). The net merit is calculated by the following formula.

0.7 [0.2 * Percentage marks in Secondary School Certificate Examination
+ 0.3 * Percentage marks in Intermediate examination
+ 0.5 * Percentage marks in Bachelors (B.A./B.Sc./B.Com.) Examinations**] + 0.3**
[Percentage marks in the Entry Test**]**

Assessment of Study Progress

Students' progress is assessed by formal examinations, quizzes, cases, projects, and home assignments etc. There will be two compulsory examinations in each Semester for each course; Mid-Semester and Final Examination. The dates for these examinations are announced well in advance. Mid-Semester examination takes place during 9th week, while the final examination is given at the conclusion of the course. In addition to these exams, sessional work comprising quizzes, class work, home

assignments, class presentation and class discussion if any, and Semester papers is also carried out. The grades in the above examinations and sessional work are determined and given by the concerned instructors. If a student fails to appear in any examination, quiz or fails to submit the Semester paper/home assignment in time or is unable to give his presentation on due date, he/she will be awarded zero mark in respective examination/ assignment etc.

Award of Degree

For the award of BBIT (Hons.) degree, a student must have:

(a) passed courses totaling at least 76 credits from the courses given below.
(b) completed an internship and a project under the supervision of a member of the faculty and submitted a detailed project report.
(c) obtained a Cumulative Grade Point Average (CGPA) of 2.30 or higher out of a maximum of 4.0.
(d) fulfilled other requirements outlined in the rules & regulations section of the prospectus.

Scheme of Study

Code		Course Name	Cr. Hr.	Comments
ACCOUNTING				
ACCT	4013	Principles of Accounting	3	
BUSINESS				
BUS	4153	Business Communication & Report Writing	3	
BUS	4263	Business Law	3	
ECONOMICS				
ECON	4233	Economic Analysis	3	
FINANCE				
FIN	4153	Business Finance	3	
INFORMATION TECHNOLOGY				
IT	4054	Information Systems	4	
IT	4074	Introduction to Programming Concepts	4	
IT	4084	System Modeling	4	
IT	4134	Database Systems	4	
IT	4154	Object Oriented Programming	4	
IT	4174	E-Commerce (Functions & Technology)	4	
IT	4184	Data Communication & Computer Networks	4	
MANAGEMENT				
MGMT	4183	Human Resource Management	3	
MGMT	4023	Business Organization & Management	3	
MGMT	4213	Statistical Analysis & Decision Making	3	
MGMT	4233	Organization Theory & Design	3	
MARKETING				
MKTG	4163	Principles of Marketing	3	
TRAINING				
TRN	4276	Business Internship & Project	6	

Term Wise Breakup

Code		Course Name	Cr. Hr.
Term 1 (FALL)			
ACCT	4013	Principles of Accounting	3
BUS	4153	Business Communication & Report Writing	3

ECON	4233	Economic Analysis	3
IT	4054	Information Systems	4
MGMT	4023	Business Organization & Management	3
			16

Term 2   (WINTER)

IT	4074	Introduction to Programming Concepts	4
FIN	4153	Business Finance	3
BUS	4253	Business Law	3
MGMT	4213	Statistical Analysis & Decision Making	3
MKTG	4163	Principles of Marketing	3
			16

Term 3   (SUMMER)

| IT | 4084 | System Modeling | **4** |

Term 4   (FALL)

MGMT	4183	Human Resource Management	3
IT	4154	Object Oriented Programming	4
IT	4134	Database Systems	4
		Area of Specialization Course No. 1	3
		Area of Specialization Course No. 2	3
			17

Term 5   (WINTER)

IT	4184	Data Communication & Computer Networks	4
IT	4174	E-Commerce (Functions & Technology)	4
MGMT	4233	Organization Theory & Design	3
		Area of Specialization Course No. 3	3
		Area of Specialization Course No. 4	3
			17

Term 6   (SUMMER)

| TRN | 4276 | Business Internship & Project | 6 |
| | | (To be offered after completion of entire coursework) | |

Summary:

Total Credits	76
Total Courses	21
Business Internship	1
Years to Complete	2

In addition student must successfully complete 4 courses in an area of specialization.

Area of Specialization Courses

Atleast 4 Courses from any one out of four Area of Specializations

Code		Course Name	Cr. Hr.	Comments

FINANCE

Code		Course Name	Cr. Hr.	Comments
FIN	4213	Advance Financial Management	3	
FIN	4223	International Finance	3	
FIN	4233	Commercial Banking	3	
FIN	4243	Capital Budgeting & Inv Decisions	3	Area of Specialization Courses (Any 4)
FIN	4253	Money & Capital Markets	3	
FIN	4263	Credit Risk Analysis	3	
FIN	4273	Introduction to Derivatives	3	
FIN	4283	Emerging Trends in Finance	3	
FIN	4293	Financial Econometrics	3	

MARKETING

Code		Course Name	Cr. Hr.	Comments
MKTG	4213	Marketing Management	3	
MKTG	4223	Marketing Research	3	
MKTG	4233	Retailing & Merchandising Mgmt	3	
MKTG	4243	Selling & Sales Management	3	Area of Specialization Courses (Any 4)
MKTG	4253	Sales Promotion & Adv Mgmt	3	
MKTG	4263	Franchise Structure & Mgmt	3	
MKTG	4273	Industrial Marketing	3	
MKTG	4283	Direct Marketing Strategies	3	
MKTG	4293	Principles of Transportation	3	
MKTG	4303	Mktg for Non Profit Organizations	3	

ACCOUNTING

Code	Course Name	Cr. Hr.	Comments
ACCT 4213	Intro to Accounting Information Systems	3	
ACCT 4223	Auditing	3	
ACCT 4233	Accounting Techniques for Managers	3	Area of Specialization Courses (Any 4)
ACCT 4243	Tax Accounting for Management Decisions	3	
ACCT 4253	Financial Statement Analysis	3	
ACCT 4263	Advance Auditing	3	
ACCT 4273	Emerging Trends in Accounting	3	
ACCT 4283	Corporate Accounting	3	

INFORMATION TECHNOLOGY

IT 4413	Object Oriented Software Engineering	3	
IT 4423	Computer Organization	3	
IT 4433	Operating systems	3	
IT 4443	Computer & Network Security	3	Area of Specialization Courses (Any 4)
IT 4453	Network Programming	3	
IT 4473	Visual Programming Techniques	3	
IT 4483	Theory of Automata	3	
IT 4493	Compiler Construction	3	
IT 4513	Distributive Database Systems	3	
IT 4523	Web Enabled Database Systems	3	

Note: Term wise course offering is subject to modification to accommodate board of studies recommendations as well as faculty availability.

C) Master of Business & Information Technology via BBIT (Hons.)
(MBIT via BBIT-Honors)

Eligibility Requirements

To be eligible for the MBIT Via BBIT (Hons.) Program, a candidate must have a BBIT (Hons.) /equivalent degree from a recognized university.

Assessment of Study Progress

Students' progress is assessed by formal examinations, quizzes, cases, projects, and home assignments etc. There will be two compulsory examinations in each Semester for each course: Mid-Semester and Final Examination. The dates for these examinations are announced well in advance. Mid-Semester examination takes place during 9th week while the final examination is given at the conclusion of the course. In addition to these exams, semester work comprising quizzes, class work, home assignments, class presentation and class discussion if any and Semester papers is also carried out. The grades in the above examinations and session work are determined and given by the concerned instructors. If a student fails to appear in any examination, quiz or fails to submit the Semester paper/home assignment in time or is unable to give his presentation on due date, he/she will be awarded zero mark in respective examination/assignment etc.

Award of Degree

For the award of MBIT degree (via BBIT-Honors), a student must have:
(a)   Passed courses totaling at least "36" credits from the courses given below.
(b)   Obtained a Cumulative Grade Point Average (CGPA) of 3.0 or higher out of a maximum of 4.0.
(c)   Passed the Comprehensive Examination given after the completion of course work.
(d)   Has successfully completed the Thesis or Research Project of 6 credit hours
(e)   Fulfilled other requirements outlined in the rules & regulations section of the prospectus.

This Program will be spread over 3 Semesters and a thesis / research project. Four courses will be offered every semester and there will be two Classes per course per week of 1½ hour duration each.

Scheme of Study for MBIT Via BBIT (Hons.)

The courses taught in MBIT via BBIT (Hons.) are given below. The courses may be revised as a result of continuous review conducted every Semester to bring them at par with top-class foreign universities' courses and accommodate HEC, industry needs, commerce and the government requirements.

Scheme of Study for MBIT Via BBIT (Hons.)

Master of Business & Information Technology
MBIT [After 16 Years of Education]

Scheme of Study				
Code		**Course Name**	**Cr. Hrs.**	**Comments**
ACCOUNTING				
ACCT	5013	Intermediate Accounting	3	
ECONOMICS				
ECON	5143	Managerial Economics	3	
INFORMATION TECHNOLOGY				
IT	5103	Information Resource Management	3	
IT	5123	Business Intelligence	3	
IT	5133	ERP Systems	3	Any 2 Courses
IT	5143	Software Quality Assurance	3	
IT	5153	Advance Database Concepts	3	
MANAGEMENT				
MGMT	5023	Research Techniques & Methods	3	Compulsory
MGMT	5193	Total Quality Management	3	
MGMT	5163	Entrepreneurship & Innovation Management	3	Any 1 Course
MGMT	5173	Organization Behavior & Group Dynamics	3	
MGMT	5213	Corporate Governance	3	Any 1 Course
MGMT	5203	Strategic Management	3	
TRAINING				
TRN	5000	Comprehensive Exam	0	
TRN	5256	Major Project / Thesis	6	

In addition student must successfully complete 3 courses in an area of specialization.
Area of Specialization (Finance, Marketing, Accounting & IT) courses are given below.

FINANCE

FIN	5213	Corporate Finance	3	
FIN	5223	Investment & Portfolio Management	3	
FIN	5233	Project Appraisal	3	
FIN	5243	Banking & Financial Markets	3	Area of Specialization Courses (Any 3)
FIN	5253	Risk Management & Insurance	3	
FIN	5263	Derivatives & Risk Management	3	
FIN	5273	Corporate Tax Planning	3	
FIN	5283	Marketing of Financial Services	3	

MARKETING

MKTG	5213	Consumer Behavior	3	Area of Specialization Courses (Any 3)
MKTG	5223	Strategic Marketing	3	
MKTG	5233	Marketing of Services	3	
MKTG	5243	International Marketing	3	
MKTG	5253	Strategic Brand Management	3	

ACCOUNTING

ACCT 5213	Advanced Accounting	3	Area of Specialization Courses (Any 3)
ACCT 5223	Managerial Accounting	3	
ACCT 5233	Advanced Cost Accounting	3	
ACCT 5243	Tax Accounting	3	

INFORMATION TECHNOLOGY

IT 5313	Advanced Programming Tools	3	Area of Specialization Courses (Any 3)
IT 5323	Data Structures and Algorithms	3	
IT 5353	Mobile Commerce	3	
IT 5363	ABAP Programming	3	
IT 5373	Artificial Intelligence	3	
IT 5383	Computer Graphics	3	
IT 5393	Operating System	3	
IT 5413	Digital Logic Design and Computer Architecture	3	
IT 5423	Analysis of Algorithms	3	
IT 5433	Systems programming	3	
IT 5443	Special Topics in E commerce	3	
IT 5453	Advanced Networks	3	
IT 5463	Advanced ERP	3	
IT 5483	Object Oriented Software Engineering	3	

Semester wise Breakup

Code		Course Name	Cr. Hrs.
		Term 1 (FALL)	
ACCT	5013	Intermediate Accounting	3
MGMT		"Entrepreneurship..." or "Org. Behavior…" or "TQM"	3
IT		Information Technology Course No. 1	3
		Area of Specialization Course No. 1	3
			12
		Term 2 (WINTER)	
ECON	5143	Managerial Economics	3
MGMT		"Strategic Mgmt." or "Corporate Governance"	3
		Area of Specialization Course No. 2	3
		Area of Specialization Course No. 3	3
			12
		Term 3 (SUMMER)	
MGMT	5023	Research Techniques & Methods	3
IT		Information Technology Course No. 2	3
			6
		Term 4 (FALL)	
TRN	5256	Major Project / Thesis	6
TRN	5000	Comprehensive Exam	0

Summary:

Total Credits	36
Total Courses	10
Major Project / Thesis	1
Years to Complete	1 1/2

Note: Term wise course offering is subject to modification to accommodate board of studies recommendations as well as faculty availability.

d) Master of Business and Information Technology – Evening (Executive Program)

IBIT aims to provide a portfolio of executive development programs, which is built upon three principles; Innovation, Candidness and Globalization. We aim to provide the best of the very best learning experience for the executives working in and around Lahore. IBIT is inclined in development of Customized Programs which will cater for specific company needs keeping in focus the micro and macro analysis of the industry and the overall business environment of Pakistan. The program is being designed and would deliver customized executive education in partnership with corporate clients in the domestic market.

It is a 2 years evening study program comprising of 4 semesters. Details of modular approach will be made available to the interested applicants at the institute at the time of admission. Students are offered courses in Business and Information Technology which blend into a coherent and professional degree program. The courses of study may be changed from time to time by the Academic Council on the recommendations of the Board of Studies. Such changes will be notified before the commencement of the module in which they will take effect. This program comprises of 69 Credit Hours.

Eligibility Requirements

Bachelor or Equivalent Degree from a recognized University (equivalence certificate from Punjab University is required).
Relevant experience in a reputable organization (consult Board of Studies requirements for detail).

Admission Criteria

Details will be made available at the time of admission.

Assessment of Study Progress

Students' progress is assessed by formal examinations, quizzes, cases, projects, and home assignments etc. There will be two compulsory examinations in each Semester for each course: Mid-Semester and Final Examination. The dates for these examinations are announced well in advance. In addition to these exams, sessional work comprising quizzes, class work, home assignments, class presentation and class discussion if any and Semester papers is also carried out. The grades in the above examinations and session work are determined and given by the concerned instructors. If a student fails to appear in any examination, quiz or fails to submit the term paper/home assignment in time or is unable to give his presentation on due date, he/she will be awarded zero mark in respective examination/assignment etc.

Award of Degree

For the award of MBIT degree, a student must have:

a) Passed courses totaling 69 credits from the courses of Reading given below.
b) Obtained a Cumulative Grade Point Average (CGPA) of 2.3 or higher out of a maximum of 4.0.
c) Fulfilled other requirements outlined in the rules & regulations section of the prospectus.

Master of Business & Information Technology - Evening Program
MBIT - Evening [After 14 Years of Education]

Scheme of Study		

Code		Course Name	Cr. Hrs.	Comments
ACCOUNTING				
ACCT	153	Financial and Managerial Accounting	3	
BUSINESS				
BUS	153	Managerial Communications and Negotiations	3	
BUS	163	Business and Taxation Laws in Pakistan	3	
ECONOMICS				
ECON	253	Managerial Economics	3	
FINANCE				
FIN	153	Financial Management	3	
FIN	214	Corporate Finance	4	* Area of Specialization Courses (Any 4)
FIN	224	Investment and Portfolio Management	4	
FIN	234	Project Appraisal	4	
FIN	244	Marketing of Financial Services	4	
FIN	254	Financial Institutions and Markets	4	
FIN	264	Financial Statement Analysis for Management Decision Making	4	
FIN	274	Cases in Strategic Finance & Financial Engineering	4	
INFORMATION TECHNOLOGY				
IT	054	Management Information Systems	4	
IT	154	Data Communication and Networking Concepts for Business	4	
IT	164	Database Management Systems	4	
IT	174	E – Commerce	4	
IT	184	Information Resource Management	4	
MANAGEMENT				
MGMT	053	Fundamentals of Management	3	
MGMT	063	Quantitative Methods for Business Decision Making	3	
MGMT	153	Management and Development of Human Resources	3	
MGMT	163	Operations and Quality Management	3	Select One
MGMT	173	Organizational Theory and Behavior	3	
MGMT	253	Strategic Management and Business Policy	3	
MARKETING				
MKTG	153	Marketing Management	3	
MKTG	214	Consumer Behavior	4	* Area of Specialization Courses (Any 4)
MKTG	224	Strategic Marketing	4	
MKTG	234	Marketing of Services	4	
MKTG	244	Strategic Brand Management	4	
MKTG	254	International Marketing	4	
MKTG	264	Marketing Research	4	

MKTG	274	Entrepreneurship & New Venture Marketing	4
MKTG	284	Internet marketing	4

Term Wise Breakup – Proposed

Code		Course Name	Cr. Hrs.

Term 1   (FALL)

ACCT	153	Financial and Managerial Accounting	3
MGMT	063	Quantitative Methods for Business Decision Making	3
IT	054	Management Information Systems	4
BUS	153	Managerial Communications and Negotiations	3
MGMT	053	Fundamentals of Management	3
			16

Term 2   (WINTER)

MKTG	153	Marketing Management	3
FIN	153	Financial Management	3
IT	154	Data Comm. and Networking Concepts for Business	4
IT	164	Database Management Systems	4
MGMT	153	Management and Development of Human Resources	3
			17

Term 3   (FALL)

IT	174	E – Commerce	4
ECON	253	Managerial Economics	3
BUS	163	Business and Taxation Laws in Pakistan	3
		Area of Specialization Course No. 1	4
		Area of Specialization Course No. 2	4
			18

Term 4   (WINTER)

IT	184	Information Resource Management	4
MGMT		"Operations & Quality Mgmt" or "Org Theory & Behavior"	3
MGMT	253	Strategic Management and Business Policy	3
		Area of Specialization Course No. 3	4
		Area of Specialization Course No. 4	4
			18

Summary:

Total Credits	69
Total Courses	20
Years to Complete	2

* In addition student must successfully complete 4 courses in an area of specialization out of the two area of specialization offered i.e., Finance & Marketing

Note: Term wise course offering is subject to modification to accommodate board of studies recommendations as well as faculty availability.

Course Descriptions

BBIT (Honors.) Program

ACCT 4013
Principles of Accounting

The language of business, recording changes in financial position, measuring business income, completion of accounting cycle. Accounting for merchandising concerns, introduction to financial concerns, and introduction to financial statement analysis. Financial assets, inventories, plant assets and depreciation.

ACCT 4113
Cost Accounting

Cost accounting information and its use in managerial control. Deals in detail with cost accumulation, job and process costing, standard costing, and variance analysis.
(**Prerequisite: ACCT 4013**)

BUS 4263
Business Law

An introduction to the fundamental elements of the legal system and its common law origins. The scope of the course includes the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of business and industry.

ECON 4033
Microeconomic Theory

Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, Governmental regulation of businesses and unions.

ECON 4133
Macroeconomic Theory

Macroeconomic theory and public policy: national income concepts, unemployment, inflation, inappropriate economic growth, and international payment problem.
(**Prerequisite: ECON 4033**)

FIN 4153
Business Finance

Contemporary financial theory. Firm valuation, investment and financial decisions, risk analysis, interest rates, future and present value of money.
(**Prerequisite: ACCT 4013, ACCT4113**)

GEN 4003
Introduction to Sociology

Surveys the basic concepts, theories and analytical methods of sociology and their application to the study of society. Introduces students to various perspectives and areas of interest in the discipline.

GEN 4023
Introduction to Psychology

A general survey of the major areas of psychological research. Emphasis is placed on scientific approaches to the study of behavior.

GEN 4293
Mathematics for Management Sciences

Polynomial, logarithmic and exponential functions, Limits and derivatives, Extreme values and related rates. Simple integration, Differential equations. Throughout stresses applications to business and economics.

GEN 4043
English Composition

Study and practice of fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading.

GEN 4243
Business Communication

Theory and practice in business and professional communication designed to evoke confidence in the students which is expected of them as business professional. Continues the practice of ENG 4043 to develop further skills learned in that course. Based on reading and discussion of various types of writing, the student's essays will provide practice in different kinds of rhetorical development including research and documentation.
(Prerequisite: GEN 4043)

GEN 4153
Islamiyat and Pakistan Studies

Study of Quran and Hadith. Life of the Prophet (PBUH). Islamic civilization,. Pakistan Studies. Historical perspective of ideology of Pakistan. Reformative grand educational movement in the past 1857 era (1857 - 1900). Dawn of 20th century and political awakening among the South Asian Muslim 1906 - 1916. Constitutional Struggle 1916 - 1940. Circumstances leading to independence 1940 - 47. Initial difficulties of Pakistan. Post-creation environment.

Islamization process Important national factors i.e., economy, agriculture, industry, and education. Geo-agriculture, industry, and education. Geo-Politics of Pak relation with Muslim world.

IT 4073
Introduction to
Programming Concepts

Computer organization, Operating Systems, Programming Languages, Software development methodology, Defining and analyzing a problem, Prototyping, Writing your first simple program in C ++, Compiling and testing, Syntax and semantic errors and error handling, C++ Compiler and preprocessor, preprocessor directives, File naming conventions, C++ project management , an overview of C++ main features fundamental types, Boolean, Characters, Integers, Floating point types, Sizes, Void, enumeration, Declarations, If-else, Else-If, Switch, Loops-while and definitions, Argument passing, Return values, Function prototypes, Scope rules, Recursion, Inline functions, Default arguments, Declaring arras, Using arrays, Passing arrays to functions, storing arrays, Single and multi-dimensional arrays, Pinter variable declaration and initialization, Pointers into arrays, Arrays of pointers, Pointers to functions, string variable and constants, String comparisons, Defining structures, Initializing structures, Using structures with functions, Array of structures, Pointer to structures.
(Prerequisite: IT 4053)

IT 4054
Information Systems

Information Systems - Information management, systems concepts, information systems with an organization. Computer Systems - Hardware, operating systems, application software, end user software, office technology, networks and communications. Management information systems - data processing systems, office automation, decision support systems, introduction to the development, implementation and management of information systems. Spreadsheet concepts and word processing using Works for Windows.

IT 4074
Introduction to
Programming Concepts

Computer organization, Operating Systems, Programming Languages, Software development methodology, Defining and analyzing a problem, Prototyping, Writing your first simple program in C ++, Compiling and testing, Syntax and semantic errors and error handling, C++ Compiler and preprocessor, preprocessor directives, File naming

conventions, C++ project management , an overview of C++ main features fundamental types, Boolean, Characters, Integers, Floating point types, Sizes, Void, enumeration, Declarations, typedefs Statements and blocks, If-else, Else-If, Switch, Loops-while and definitions, Argument passing, Return values, Function prototypes, Scope rules, Recursion, Inline functions, Default arguments, Declaring arras, Using arrays, Passing arrays to functions, storing arrays, Single and multi-dimensional arrays, Pinter variable declaration and initialization, Pointers into arrays, Arrays of pointers, Pointers to functions, string variable and constants, String comparisons, Defining structures, Initializing structures, Using structures with functions, Array of structures, Pointer to structures.
(Prerequisite: IT 4054)

IT 4084
Systems Modeling

Modeling information systems through modeling procedures and modeling data, data flow diagrams, data dictionaries, entity/relationship diagrams and normalization. Systems analysis and design methods, tools and techniques. Process, data and behavioral oriented systems development methodologies. Rapid application development methods including prototyping and code development tools.
(Prerequisite: IT 4054)

IT 4133
Data Base Systems

Database design, entity modeling. Database architecture, distributed databases, client server architectures, relational theory, and concurrency. Database administration functions. Recovery, Application design and implementation in a database environment. Image bases. Expert database systems.
(Prerequisite: IT 4054)

IT 4103
Distributed Computing Environment

Overview of computer architectures. Operating systems fundamentals - file systems memory management, process management. Comparative review of operating systems including command language and shells. Networking fundamental - the ISO/OSI model, local area networks, wide.
(Prerequisite: IT 4074 & IT 4084)

IT 4154
Object Oriented Programming

Introduction to object oriented programming. Objects, classes and inheritance. The concept of encapsulation. Polymorphism. Early and late binding. Operator overloading and function overloading. Constructors and destructors. Friend functions. In-line functions. Virtual functions. Class libraries Event driven programming.
(Prerequisite: IT 4074)

IT 4174
Introduction to E-Commerce

Examines the information highway infrastructure and services. Internet tools and resources - electronic mail, FTP, telnet and Worldwide Web. It also covers electronic information sources, search, retrieval tools and building a business presence. Client server architecture, introductory telecommunications and communication systems protocols, computer network management and security principles, integrated multimedia, distributed conferencing technologies, EDI, EFT and electronic banking systems, image processing technologies, mobile computing, distributed computing, on-line trading and retailing systems, smart cards, electronic encoding systems.
(Prerequisite: IT 4074)

MGMT 4023
Business Organization and Management

Introduction management science, theory and practice. Includes nature and purpose of planning. Different types of plans. Various types of objectives, strategies, policies and planning premises. Decision making. The nature and purpose of organizing Basic departmentalization. Line staff authority and decentralization. Manager and organizational development. Motivation, Leadership, Communication. The system and process of controlling. Case studies on all major topics.

MGMT 4183
Human Resource Management

Introduction to human resources management in a dynamic environment. Strategic human resource planning, recruitment and the foundation of selection devices. Employee orientation, training and career development. Motivation and evaluating job design. Employee performance rewards and compensation. Employee

benefits. Introduction to labor relations collective bargaining. Legal issues in HRM.
(Prerequisite: MGMT 4023.)

MGMT 4194
Operations Research

Management of physical and human resources and information systems while in operation. Product and process evaluation in selection with emphasis on quantitative tools of analysis.
(Prerequisite: MGMT 4023)

MGMT 4233
Organization Theory
& Design

Develops a broad theoretical framework for designing organization structure. The course rests on an understanding of the organization theory. The course provides systematic understanding of elements involved in the design of complex organizations. Examines factors that effect organizations, and ways that these factors can be controlled.
(Prerequisite: GEN 4034)

MKTG 4163
Principles of Marketing

Provides the foundation of marketing theory, concepts and analytical tools to approach decision making. Provides conceptual frameworks to understand issues related to the various marketing functions such as product, price, promotion and place.

STAT 4134
Business Statistics I

The first half of a two-part sequence covering various topics in probability and statistics. This course provides an introduction to probability theory and the theory of random variables and their distributions. Probability laws. Discrete and continuous random variables. Means, variances, and moment generating functions. Sums of random variables. Joint discrete distributions. Central Limit Theorem. Examples drawn from engineering, science, computing science and business.

STAT 4234
Business Statistics II

The second half of a two-part sequence covering various topics in probability and statistics. This course provides an introduction to essential techniques of statistical inference. Samples and statistics versus populations and parameters. Brief introduction to method of moments and maximum

likelihood. Tests and intervals for means, variances and proportions (one and two-sample). Multiple regressions, residual plots. Analysis of variance, brief introduction to experimental design. Chi-squared tests. Examples drawn from engineering, science, computing science and business. Use of a statistical computer package.
(Prerequisite: STAT 4134)

TRN 4264
Seminars on Current
Business & IT Trends

The course is mainly divided into two parts. In the first part the instructor shall select a number of IT topics which represents current trends in the information technology area. The instructor will review these topics by giving lecturers explaining the basic concepts and will provide detailed study material to the students. The instructor will also show the business applications of these technologies in the current day business environment. The instructor will also assign a student a topic of his/her choice to do a detailed study and to develop a report. Based on this report students will develop a presentation which they will present/defend in the second half of the course. Possible areas: data Mining, Mobile commerce, E-services, Wireless Networks, Computer Security, Enterprise Resource Planning (ERP) , Digital Government, Multimedia Systems, Electronic Banking, Data Warehousing, Optical Networks, Storage Technologies.
Prerequisite: Course opens to students in their last two Semesters of the program.

TRN 4276
Business Internship & IT Project (6 credit hours)

IT Project is offered to the students during the last Semester of the program. The main objective of the IT project is to give students hands on experience in developing a business related IT application. The main objective of IT Project is to: identify a problem preferably business related that can be solved using IT application, develop a project proposal, write software requirement specifications, write design specifications, implement the project, and write project report. Students will be required to defend the project and to give a presentation/demonstration of their work. Two students may be allowed to work in a group on one project.

During the internship, students enrolled with Institute of Business & Information Technology, University of the

Punjab, Lahore in their BBIT (Hons.) Program are required to undergo a comprehensive Internship Program of 6-8 weeks in a well-reputed organization. This enables the students to gain practical exposure in a dynamic learning environment.

Prerequisite: Instructor's, Program Coordinator's and Director's consent.

Specialization Courses

Accounting Specialization Courses

ACCT 4223
Auditing

Pace of development in international auditing standards is increasing with immense speed. Need of a strong auditing system has never been felt before. This course is designed to provide students an insight of the internal accounting standards, its importance and the parameters to be adopted for this purpose, so that financial statements are prepared according to GAAP which are comparable, consistence and can meet the high quality standards.
(Prerequisite: ACCT 4013, ACCT 4113)

ACCT 4234
Accounting Techniques
For Managers

This course is aimed at providing the students an understanding regarding how the information in respect with historical and estimated data is analyzed and interpreted while carrying out day to day activities of management including planning and operations of the organization. This provides a comparison of past performance with the current performance so as to facilitate the management in their future planning and setting course of action.
(Prerequisite: ACCT 4013, ACCT 4113)

ACCT 4243
Tax Accounting For
Management Decisions

Deals with accounting policies and procedures related to taxation of business entities (sole proprietorship, partnership, private companies, public companies, govt. corporations) as they form, operate and dissolve. Other issues discuss: sales taxation, analytical tax planning tools and dividend taxation.
(Prerequisite: ACCT 4013, ACCT 4113)
Marketing Specialization Courses

MKTG 4213
Marketing Management

Develop an understanding of the operational aspects of marketing with a focus on understanding the role of product, price, promotion and distribution in creating an effective marketing campaign. Underscoring the requirements of analysis, of the design of the marketing mix and its implementation. The emphasis is on developing skills associated with critical analysis, problem solving managing information and responding to issues.
(Prerequisite: MKTG 4163)

MKTG 4223
Marketing Research

This course covers such topics as: Marketing research in practice. Marketing information and decision support system. The research process and research design. Secondary data, commercial surveys, audits & panels survey. Research survey, research measurement in marketing. Research questionnaire design, direct response attitude, scales and measurement of emotions. Qualitative research, the sampling process, marketing research report, ethical issues in marketing research.
(Prerequisite: MKTG 4163)

MKTG 4233
Retailing and Merchandizing Management

This course aims to enable students to fully understand the scope of retailing management in contemporary business. This course will attempt to equip students with necessary knowledge and skills required to take up retailing as a profession / career by developing strategic thinking as well as operational capability in students to plan and implement retailing objectives, as they will work in actual work setting. Special focus will be given to the topics, such as: Store-Based Retailing, Electronic and Non-store Retailing, Retail Market Strategy, Retail Location & Site selection, Resourcing, Structuring & Organizing a retail store, Planning Merchandize Assortments, and Retail communication mix.
(Prerequisite: MKTG 4163)

MKTG 4243
Sailing & Sales Management

This course will create awareness among students regarding concepts of selling and sales techniques. The students will be familiarized with Why's, What's, When's, How's, Where's and Who's of selling and sales management. These concepts will be applied in the Pakistani business environment with the help of cases and practical exercises.

The students will be equipped with modern selling tools in order to prepare them to become successful future marketing professionals.
(Prerequisite: MKTG 4163)

MKTG 4253
Sales Promotion &
Advertising Management

This course covers the entire field of advertising and sales promotion. Topics covered include philosophy and history of advertising, principles of copyrighting and layout, print and broadcast production and budgeting, strategic advertising campaign projects, public relations, and sales promotion.
(Prerequisite: MKTG 4163)

Finance Specialization Courses

FIN 4213
Advance Financial
Management

This course aims to broaden the perspective of business students who have selected to proceed in the field of Finance. The students will cover selected topics in greater detail and depth. The topics covered are beta and CAPM, Bond and Stock yields & valuation, Leasing decisions, Debt and Dividend policies, Mergers & Acquisitions, Capital rationing & cash flow adjustments with the consideration of risk and inflation etc.
(Prerequisite: FIN 4153)

FIN 4223
International Finance

This course will cover globalization and financial integration through increase in international trade and capital flows around the world. Students will understand the fundamental concepts of international financial management, international financial institutions and their operations, financial markets, foreign exchange transactions, hedging, NAFTA, APEC, ASEAN, and CEFTA.
(Prerequisite: FIN 4153)

FIN 4234
Commercial Banking

Objective of the course is to discuss the financial system of Pakistan. Financial markets. This course will help students to understand the role, operations and problems of the banks in Pakistan and why it is important to individuals, businessmen, and to the economy as a whole. How banks are being monitored and regulated by different institutions. Recent trends in banking including increased competition, technological changes, consolidation, deregulation and privatization and globalization. How these changes will have an impact on survival and prosperity of banks. **(Prerequisite: FIN 4153)**

FIN 4243
Capital Budgeting and
Investment Decisions

This course aims at the areas such as capital rationing, appraisal techniques, project cash flows, risk adjustment in the cash flows, economic impacts with regard to new / existing project feasibility. Students will be able to apply basic concepts learned in FIN 4153 with the help of excel spread sheets. The learning in this course will be enhanced by developing a feasibility report for a new project start up. The modern techniques such as sensitivity analysis will be applied on the cash flow of the new project to asses its feasibility through application of a series of modern capital budgeting techniques such as NPV, IRR, and MIR
(Prerequisite: FIN 4153)

FIN 4253
Money and
Capital Markets

Examines the role of financial markets and institutions in the transfer of funds. Provides an understanding of the nature of assets and liabilities of various financial institutions in the current regulatory framework. Focuses on the management of assets and liabilities, of key depository and non-depository financial institutions, and in this regard, considers liquidity risk, funding risk, default risk, regulatory risk, etc. Role of SBP in setting money and capital market direction, adjustments of macroeconomic indicators to boost economy, adjustments in the area of foreign trade deficit etc will also be discussed in detail.
(Prerequisite: FIN 4153)

IT Specialization Courses

IT 4413
Objective-Oriented
Software Engineering

Introduction to software engineering, Software quality assurance, Software quality management, Software project management, Object-oriented techniques in the software life cycle, Object-oriented concepts: objects, class, encapsulation, classification, inheritance, polymorphism and reuse. Principle of object-oriented analysis: definition of classes, attributes and methods, identification of association, aggregation and generalizations, Requirements elicitation, Object-oriented analysis, Principles of object-oriented design: system design, object design, Software testing techniques: traditional testing, object-oriented software testing, Configuration management, Software maintenance, Computer Aided Software Engineering: CASE tools.

IT 4423

Computer Organization

> Overview of computer system organization, Basics of digital logic and hardware construction, Processor organization and performance, Instruction set design and addressing modes, Pentium assembly language, RISC and CISC processor basics, Programmable I/O, interrupt-driven I/O, DMA, Interrupts and writing interrupt service routines, Cache memory principles and system buses, Vector Processors, Multi-Processors

IT 4433
Operating Systems

> Introduction to Operating Systems, Introduction to Computer System Structures, Process Management (processes, threads, IPC, scheduling, synchronization), File System Management (Organization, Allocation, Implementation), Memory Management , (Allocation, Paging, Segmentation), Virtual Memory (Demand Paging, Page replacement)

IT 4443
Computer and
Network Security

> Introduction , Overview of Cryptography, Symmetric and Asymmetric Cryptography, Key agreement, Hash functions, Authentication and Key Distribution, TCP/IP Security, and IPSec, WWW Security, SSL and TLS, E-mail Security (PGP, S/MIME), PKI and certificate systems, Access Control, Operating System Security (LINUX and Windows Env.), E-commerce Security, Viruses, Firewalls, Intrusion Detection.

IT 4453
Network Programming

> C / Unix TCP & UDP socket programming, Routing and raw sockets, RPC, Shared memory, Assignments and programming projects will focus the course on network programming in the context of network protocol development and implementation (e.g., SNMP, ICMP, routing, multicasting, ARP, etc.), and distributed services and `system-level' applications (e.g., client-server and peer-to-peer applications, distributed file systems, name services, etc.).

IT 4184
Data Communication and
Computer Networks

> Introduction, Fundamentals of information transmission and coding, direct link communication I: wired media Direct link communication II: wireless media End-to-end communication, Packet switching and Circuit switching, Internetworking with TCP/IP, Socket programming and network communication, Congestion control, Routing, Multimedia communication and QoS, Transparent network services: DNS, HTTP, Web server design, Caching and CDNs.

MBIT Programs

ACCT 5013
Intermediate Accounting

Introduction: Definition and characteristics formation. Partnership-division of net income. Discussion of partnership. Reproduction of partnership. Accounting for corporation organization and operation. Stock holder equity, earning & dividends. Long-term and Intermediate-term investment in bonds. Investment and stocks statement of cash flows. Financial statement. Managerial accounting, concepts & principles. Introduction of job order costing. Introduction of process costing, process cost system, cost behavior concept, cost volume profit.
(Prerequisite: ACCT 5003)

ECON 5143
Managerial Economics

This course deals with applications of economic theory. Topics include sophisticated pricing policies, transfer pricing, strategies in dealing with competitors, cooperation strategies, managing under uncertainty, economic forecasting, and profit maximization under different situations, including linear programming solution to business problems.
(**Prerequisite: ECON 5043**)

FIN 5023
Financial Management

Covers the time value of money, Semester structure of interest rates, valuation of financial securities, working capital management and short-Semester and long-Semester sources of financing. Analyzes the basic tools and concepts of finance and illustrates their application to practical problems faced by Pakistani managers.
(**Prerequisite: ACCT 5003, ACCT 5013**)

IT 5073
Object Oriented
programming

Introduction to object oriented programming. Objects, classes and inheritance. The concept of encapsulation. Polymorphism. Early and late binding. Operator overloading and function overloading. Constructors and destructors. Friend functions. In-line functions. Virtual functions. Class libraries Event driven programming.
(Prerequisite: IT 4073)

IT 5103
Information Resource
Management

Data, Information, Knowledge and Wisdom; Define Data Management, Information Management, Information Resource Management and Knowledge Management; Goals and Objectives of the IRM Function; Functions and Responsibilities of IRM; Developing Effective IRM Standards and Procedures; Identifying Ways to Acquire and Maintain Senior Management Commitment; Developing an IRM Von and Mission Statement; Developing Information Policy; Describing the Components of an Enterprise Information Architecture Framework; Describing how to Perform Data Modeling and Analysis to Accomplish Data Sharing; Identifying the Placement of IRM, Information Age Organizations, IT Management, IT Planning; Out Sourcing, Global Trends, Current Trends

(Prerequisite: IT 4053)

IT 5083
E-Commerce (Functions
& Technology)

Examines the information highway infrastructure and services. Internet tools and resources - electronic mail, FTP, telnet and Worldwide Web. It also covers electronic information sources, search, retrieval tools and building a business presence. Client server architecture, introductory telecommunications and communication systems protocols, computer network management and security principles, integrated multimedia, distributed conferencing technologies, EDI, EFT and electronic banking systems, image processing technologies, mobile computing, distributed computing, on-line trading and retailing systems, smart cards, electronic encoding systems.

(Prerequisite: IT 4053)

IT 5093
Data Communication and
Computer Networks

Introduction to Communication Model and Data Communications; Fundamentals of Information Transmission; Digital Data - Digital Signals, Digital Data - Analog Signals, Analog Data - Digital Signals, Analog Data - Analog Signals; D/A and A/D conversions; Direct link communication using wired media; Direct link communication using wireless media; End-to-end Communication (Packet Switching and Circuit Switching); Internetworking with TCP/IP; Socket Programming and Network Communications; Congestion Control; Routing; Network traffic (Data and Multimedia Payloads); Multimedia communication and QoS; Transparent Network Services (domain name system, hypertext transfer protocol, web server design), Catching and Content Distribution Networks; Network Security (Confidentiality, Authentication, Denial-of-Service Attack). Computer Networks; Peer-to-peer, Client-

Server; LAN and WAN; Mobile and ATM Networks; Study of Windows, Linux Networks;
(Prerequisite: IT 4053)

IT 5113
Emerging Trends in IT

Advancement in hardware technology, High performance computer architecture, Parallel and Vector computer architecture, Multimedia concepts, Digital Audio, Digital Video, audio Video data compression techniques, E-Services, Mobile commerce, Digital government, Attentive user interfaces, Internet search techniques, Data mining, Wireless security.
(Prerequisite: IT 4093, IT 5093)

IT 5143
Software Quality Assurance

Introduction, The Project Life Cycle, Software Development Life Cycle Models, Life Cycles and Metrics, Process Maturity: SEI CMM, Estimation Techniques of IT, Project Scoping, Project Planning, Project Control Phase-Out, Risk Management, Configuration Management, People Management, Team Dynamics, Software Quality Assurance.
(Prerequisite: IT 4083, IT 5103)

MGMT 5033
Fundamentals of Management

Introduction to management. Management science, theory and practice, Nature and purpose of planning, Different types of plans, Various types of objectives, Strategies, policies and planning premises, Decision making, The nature and purpose of organizing, Basic departmentalization, Line staff authority and decentralization, Manager and organization development, Motivation, Leadership, Communication, The system and process of controlling. Case studies on all major topics will be used to enhance conceptual learning.

MGMT 5013
Human
Resources Management

Introduction to human resource management in a dynamic environment. Strategic human resource planning, recruitment and the foundation of selection devices. Employee orientation. Employee training and development careers. Motivation and job design evaluating. Employee performance rewards and compensation. Employee benefits. Introduction to labor relations collective bargaining. Legal issues in HRM.
(Prerequisite: MGMT 5033)

MGMT 5023
Research Techniques &
Methods

Objectives of research. Problem formulation. Types of research. Advantages and disadvantages of using primary data in business as well as social sciences. Research design. Procedure for sampling. Probability and non-probability sampling. Observation, questionnaire interviews and other tools of collecting data. Tabulation of data by using statistical tools. Analysis of data in university and bivariate tabular form. Pictorial presentation of data. Inferential analysis and conclusions. Report writing and consolidation of the results.
(Prerequisite: MGMT 5033)

MGMT 5053
Quantitative Techniques

Basic probability concepts, random variables, descriptive measures, properties of distributions, statistical decision theory and Bayesian approaches are introduced. Discrete and continuous probability models and their applications to business problems are also covered.

MGMT 5063
Statistical Analysis &
Decision Making

Statistical Techniques employed for analysis of Regression and Correlation. Computer application specially softwares like NCSS, SPSS and SAS will be used for preparation of statistical business models.

MGMT 5173
Organizational Behavior
& Group Dynamics

An introduction to the contributions of the applied behavioral science to the study of people at work in organizations. The fundamentals of individual and group behavior are covered as well as selected topics in motivation, leadership, communication, conflict and organizational change.
(Prerequisite: MGMT 5033)

MGMT 5183
Organization Theory
& Design

Develops insight into how organizational structure and culture affect organizational effectiveness and shifting organizational culture values and builds skills for analyzing and designing organizational systems. Specific methods or organizational analysis from many perspectives are covered, including systems, the learning organization, knowledge-creating organizations, virtual organizations, etc.
(Prerequisite: MGMT 5033)

MGMT 5193

Total Quality Management

Total Quality Management teacher students the role of quality in organizational effectiveness and competitive strategy. Course focuses on the development of a quality culture, design of processes to integrate quality into operations, and the management of the quality functions. The course prepares students for careers in business, government, manufacturing and operations in corporations and not-for-profit organizations, and in consulting.
(Prerequisite: MGMT 5033)

MGMT 5203
Strategic Management

Strategic Management is a capstone course drawing together the various standards of management to focus on strategic issue analysis and decision making. The aim is to develop analytical frameworks based on models drawing up concepts from other fields of management studies. It encourages students to recognize strategic issues of core competencies, strategic capabilities and sustainable competitive advantage and provide strategic solutions to excellent business performance.
(Prerequisite: All core courses)

MGMT 5233
Corporate Governance

Corporate Governance defines the duties and responsibilities of those who serve as members of boards of directors. This course describes the way corporate governance operates in today's rapidly changing and challenging business environment, as well as what it means to be an effective board member in such a climate. It also analyzes the way boards are being altered as a consequence and how they will look in the future.
(Prerequisite: MGMT 5033)

MKTG 5033
Marketing Management

Develop an understanding of the operational aspects of marketing with a focus on understanding the role of product, price, promotion and distribution in creating an effective marketing campaign. Underscoring the requirements of analysis, of the design of the marketing mix and its implementation. The emphasis is on developing skills associated with critical analysis, problem solving managing information and responding to market issues.

TRN 5000
Comprehensive Exam

All Students must pass the exam in order to fulfill the MBIT degree requirement. Student will not be awarded any letter grade however

the student would be declared pass or fail. The degree would only be awarded on successful passing of the exam.

Specialization Courses

Marketing Specialization Courses
MKTG 5213
Consumer Behavior

Designed to identify a variety of concepts, explain their interrelationships, and develop an understanding of consumer decision-making processes. Includes basic individual determinants of consumer behavior, environmental influences on consumers, purchase processes, post-purchase processes, market segmentation, brand loyalty, fear appeals.
(Prerequisite: MKTG 5033)

MKTG 5223
Strategic Marketing

This course highlights the strategic role of marketing in the successful performance of a business. It develops a view of emerging perspectives on strategic marketing. Primarily process on an in-depth analysis of a variety of concepts and theories. Leading to developing analytical procedures, techniques and models to handle strategic issues such as strategic marketing objectives, sustainable competitive advantage etc.
(Prerequisite: MKTG 5033)

MKTG 5233
Marketing of Services

The objective of this course is to supplement the basic marketing courses by focusing on problems and strategies specific to service businesses. Problems encountered in service businesses --- such as inability to inventory, difficulty in synchronizing demand and supply, difficulty in controlling quality --- will be discussed. The emphasis will be on services in general rather than on any particular industry. However, concepts will be illustrated through cases, examples, and exercises in industries such as banking, healthcare, financial planning, consulting, the professions, and communication. The course is designed for students with career interests in service industries as well as in industries with high service components (e.g. industrial products, high tech products, and durable products).
(Prerequisite: MKTG 5033)

MKTG 5243
International Marketing

Scope and challenges of international marketing. Global business environment, foundation of cultural understanding. Cultural

dynamics in assessing global marketing. Business customs and practices in global marketing. Political environment. Research in global environment. Emerging markets and market behavior. Multinational market vision and market groups. Developing global marketing plans and strategies.
(Prerequisite: MKTG 5033)

Finance Specialization Courses

FIN 5213
Corporate Finance

Financial decisions made by corporations, nature of such decisions and their importance. One of the basic objectives of this course is to make accessible to students the practical implications for managers of the exciting new theoretical and empirical breakthroughs in financial economics. How and why corporate finance matters, application of financial analysis and reasoning to problems faced by corporate managers in marketing, operations, and personnel. This course identifies the discipline that the external financial market imposes on the financial affairs of the firm. It also attempts to decipher the messages the market sends about the proper objectives of corporate financial decision-making and the appropriate tactics and strategies for achieving them. The course emphasizes value creation and the role of corporate finance in facilitating this process.
(Prerequisite FIN 5023)

FIN 5223
Investment and
Portfolio Management

Investors & investments. The investment environment capital budgeting decisions with probabilities about future, decision trees, Working capital requirements, managing working capital measuring investment return, measuring investment risk, decreasing risk by diversification. The capital asset pricing model, return and risk in common stocks. Fundamental analysis of common stocks, Investing in fixed income securities, warrants. Rights and convertibles, Put and call option. The lease or buy decision. The mergers, stock exchanges, maximizing portfolio benefits. Modern portfolio theory.
(Prerequisite FIN 5023)

FIN 5233 Project Appraisal

Project cycle, qualitative and quantitative techniques of project appraisal. Study and application of return of investment (ROI), pay

back method, net present value, internal rate of returns (IRR) and cost benefit analysis, preparation of feasibility study for projects.
(Prerequisite FIN 5023)

FIN 5243
Banking and Financial Markets

Financial markets, banks and financial institutions play a vital role in the economy of any country. Objective of the course is to discuss the financial system of Pakistan. The ever-growing financial sector of Pakistan with the blend of Information technology is offering exciting careers. There are tremendous opportunities for students to start their career in the financial sector. This course will certainly help the students and prepare them to be an effective part of the financial sector through understanding the role, operations and problems of the financial institutions of Pakistan and how these institutions are playing a role in the economic development of the country. Students will also learn different practical concepts related to the financial markets and will also learn how these concepts are being used for the development of the financial sector.
(Prerequisite FIN 5023)

Accounting Specialization Courses

ACCT 5213
Advanced Accounting

Selected topics in advanced accounting including branch office accounting and government accounting. Consolidated financial statements are covered in detail.
(Prerequisite: ACCT 5003, ACCT 5013)

ACCT 5223
Managerial Accounting

Emphasizes the role of the accounting function in managerial decision-making. Job costing and process costing are emphasized. Standard costing and variance analysis as tools for management control form an integral part of the course. Flexible budgets, break-even analysis and contribution costing in decision-making are emphasized.
(Prerequisite: ACCT 5003, ACCT 5013)

ACCT 5233
Advanced Cost Accounting

An advance approach is taken to deal with the real life cost accumulation, job and process costing, standard costing, and variance analysis. A case study approach is emphasized.**(Prerequisite: ACCT 5003, ACCT 5013)**

ACCT 5243
Tax Accounting

Deals with accounting policies and procedures related to taxation of business entities (sole proprietorship, partnership, private companies, public companies, govt. corporations) as they form, operate and dissolve. Other issues discuss: sales taxation, analytical tax planning tools and dividend taxation.
(Prerequisite: ACCT 5003, ACCT 5013)

IT Specialization Courses

IT 5323
Advanced Programming Tools

This course provides a broad coverage of fundamental algorithm design techniques, with a focus on combinatorial and optimization problems. Among general purpose techniques, greedy algorithms, dynamic programming, and linear programming are covered. Other topics covered generally include parallel computation, randomized algorithms, and an introduction to cryptography.

IT 5333
Data Structures and Algorithms

Abstract Data Types; List Processing; Recursion; Stacks, Queues, Trees and Graphs; Searching and Sorting Techniques; Recursive and non-recursive algorithms; Efficiency considerations; File organization; Creation and Maintenance of Sequential, Direct and Indexed Sequential Files; File Sorting and Searching Techniques; Data Compression and Data Encryption; Hashing Techniques and Address Overflow; Primary and Secondary Key Usage. Inverted and Linked List Files.

IT 5343
Advanced Database Concepts

Database System Architecture; File Structures for Databases, Indexing, Hashing, and B+-trees; Relational Algebra, and Calculus; Database System Implementation Techniques; Transaction Concepts, Concurrency Control; Backup and Recovery; Query Processing and Optimization; Database Security; Introduction to Distributed Databases; Advanced Database Concepts.

IT 5353
ERP Systems

Features of an ERP system; Implementation of ERP Systems; Internal Control Issues Related to ERP systems; Use of ERP Systems in Conjunction with e-Commerce; Architecture of ERP Systems; Inputs and Outputs of ERP Systems; Importance of Reengineering Prior to Implementation of ERP Systems; Important Considerations in Choosing an ERP System; Problems Associated with Implementing an ERP system; Complimentary Technologies of ERP and E-commerce; Integration potential of ERP; World-Wide-Web and E-commerce..

IT 5363
Mobile Commerce

Enabling Technologies for Mobile Commerce (Network, Service, Middleware, Mobile terminals); Personalization and content delivery/format/screen design; Enabling Applications for Mobile Commerce (Corporate and personal email, Instant messaging, Chat, Video, Consumer Applications, Banking, Payments, Shopping, Ticketing, Passports, Record Keeping, etc); Mobile Portals; Mobile Commerce Strategies; Mobile Commerce Implications(Society/legal, Security, Education, Marketing, Adoption Studies); Persistent storage in Smart Devices; Data Synchronization; J2me, WAP, MS Mobile Toolkit, Using XML in Wireless applications;

IT 5373
ABAP Programming

SAP R/3 system; BASIS; Development Environment; Report Programming using Development Tools; Creating Simple Data Dictionary Tables; Accessing Data Dictionary Tables using ABAP OPEN SQL; Defining, Accessing, Modifying and Sorting Internal Tables; Creating and Maintaining Simple Data Dictionary Tables; Writing Default Reports and Interactive Reports; Describing Logical Databases; Writing ABAP Programs using Subroutines and Function Modules; Analyzing and executing a Simple Dialog Application Program; Creating GUI status; Processing Forms; Introducing Object Oriented Programming in ABAP;

IT 5383
Artificial Intelligence

Introduction to the Methods, Concepts and Applications of Artificial Intelligence; Knowledge Representation; Search; Theorem Proving; Planning; Natural Language Processing; Uncertainty Reasoning; Machine Learning; Perception; Advanced Topics in AI and Knowledge Representation; Study of suitable AI programming Language;

IT 5393
Computer Graphics

Visual Representation of Data; Display Devices; Output Primitives, Planes and Curved Surfaces; 2D and 3D Transformations; Parallel and Perspective Viewing; Removal of Hidden Lines and Surfaces; Illumination Models; Ray Tracing; Color Models; Computer Animation; Computer Vision.

IT 5413
Operating Systems

Hardware and Software issues in Modern Operating Systems; Distributed and Networked Operating Systems; Real-time Operating systems; Multithreading; Distributed systems; Device Drivers, Parallel Virtual Machines; Load Balancing; Functions and

> Components of an Operating System (Process Synchronization, Job Scheduling, Memory Management, File Systems Protection, and Deadlocks)

IT 5423
Digital Logic Design and
Computer Architecture

> Analysis and Design of Combinational and Sequential Logic Circuits; Boolean Algebra, Logic Circuit Minimization Techniques; Synchronous Sequential Circuit Design; Algorithmic State Machine Design, Design of Arithmetic/Logic and Control Units;

IT 5433
Analysis of Algorithms

> Analyzing and Designing Algorithms; Asymptotic Notations; Number of Ideas and Techniques Useful for Designing and Analyzing Data Structures and Algorithms (Analyzing Upper Bounds for Algorithms and Lower Bounds for Problems); Problem Areas (Sorting, Searching, Graphs, Dynamic Programming, NP-Completeness).

IT 5443
System Programming

> Windows and Win32; Difference between Window and Unix/Linux; Writing Device Drivers; Games and Screen Savers Programming; True-type Fonts;

IT 5453
Special Topics in E-Commerce Development

> Strategies of B2B and B2P applications other techniques of Electronic commerce, Web Services, XML Programming, SOAP

IT 5473
Advanced Networks

> Linux/ Microsoft Windows Based Network Administration, Cisco Networks, Network Design and Security.

IT 5483
Advanced ERP

> Structural Transformation of the Computer Industry, Evolution of ERP Solutions, Major Features of ERP, advantages/ Disadvantages of ERP, Selecting and Managing ERP system, Conclusion.

IT 5493
Quality Assurance

> Introduction, Quality Pioneers, Quality and the Organization, Software Quality Assurance and CMMI, Software Quality Management and ISO 9001, Quality Tools, Software Quality Assurance Plan (SQAP), Implementation of SQAP, Modifications to SQAP, Quality Metrics.

IT 5513
Object-Oriented

Software Engineering

Introduction to software engineering, Software quality assurance, Software quality management, Software project management, and Object-oriented techniques in the software life cycle, Object oriented concepts: objects, class, encapsulation, classification, inheritance, polymorphism and reuse. Principle of object-oriented analysis: definition of classes, attributes and methods, identification of association, aggregation and generalizations, Requirements elicitation, Object-oriented analysis, Principles of object-oriented design: system design, object design, Software testing techniques: traditional testing, object-oriented software testing, Configuration management, Software maintenance, Computer Aided Software Engineering: CASE tools.

Thesis & Research Project

The distinguishing mark of thesis is an original contribution to knowledge. The contribution to knowledge of a Master's thesis can be in the nature of an incremental improvement in an area of expertise, or the application of known techniques in a new area of interest and it must be a substantial and innovative contribution to knowledge. The student can choose topics containing theoretical, empirical or practical aspects.

Board of Studies

1.   Prof. Dr. Nayyar Raza Zaidi
        Convener
        Director
        Institute of Business & Information Technology (IBIT)
        University of the Punjab. Lahore.

2.   Prof. Muhammad Azhar Ikram
        Member
        Director
        Institute of Business Administration (IBA)
        University of the Punjab. Lahore.

3.   Prof. Dr. Zafar Iqbal
        Member
        Dean, Management Studies
        F.C.C. University, Lahore.

4.   Prof. Dr. Mansoor Sarwar
        Member
        Principal
        Punjab University College of Information Technology (PUCIT)

        Prof. Dr. Sohail Zafar
5.   **Member**
        Dean , Lahore School of Economics
        104-C-II, Gulberg III. Lahore.

Faculty

1. ***Prof. Dr. Nayyar Raza Zaidi,***
   MBE (Pb.) MBA (USA) Ph.D. (USA)
   Director IBIT

2. ***Prof. Dr. Absar Ahmad***
   B.A (Hons.) MA University of Karachi
   M. Phil (Reading), Ph.D. (London)

3. ***Prof. Dr. Shahid Kamal***
   Ph.D. (Stat.), University of Exeter, UK.
   Principal, College of Statistical and Actuarial Sciences (CSAS), PU.

4. ***Prof. Dr. Zulfiqar Ali Khan***
   MBE (Pb.) MA (Economics) Ph.D. (Pb.)
   Dean, Iqra University

5. ***Prof. Dr. Muhammad Anwar***
   Ph.D. (Sociology of Education & Education Planning) University of Toronto, Toronto, Canada

6. ***Prof. Dr. Rukhsana Kausar***
   Ph.D. University of Surrey (UK)

7. ***Prof. Dr. Hafeez-ur-Rehman***
   Ph.D. (Eco.) University of Wisconsin-Milwaukee (USA).
   Director, Department of Economics, P.U.

8. ***Prof. Aamir Sarwar***
   MBA (PU); MA Eco. (PU); MBA (University of Strathclyde, Glasgow, UK)

9. ***Prof. Mansoor Mahmood Ashiq***
   MBA (City University Business School, London, UK)

10. ***Prof. Asim Tanvir***
    MBA (MIS – Cyprus)

11. ***Prof. Muhammad Nasir Malik***
    MBIT (Finance) IBIT, University of the Punjab.

12. ***Prof. Sara Ali***
    MBIT (Marketing) IBIT, University of the Punjab.

13. ***Prof. Asif Ali Rao***
    B.Sc. (Pb), B.SBA (USA), MBA (Colorado – USA)

14. ***Mr. Rizwan Wali***
    M.S. (Finance), Illinois State University

15. ***Prof. Muhammad Asghar***
    M. Phil. (BZU), M.Sc (Hons.) (PU)

16. ***Dr. Shahid A. Zia***
    GM, R&D, Bank of Punjab, Lahore. M.B.A., MBBS.

17. ***Prof. Tahir Sarwar***
    M.A. English (Pb.)

18. ***Mr. Malik Jahan Khan***
    M.S. LUMS, Ph.D. in Progress

19. ***Mr. Zeeshan Ali Rana***
    M.S. LUMS, Ph.D. in Progress

20. ***Mr. Shahzad A. Khan***
    Masters in International Trade & Economics (Switzerland), EPB.

21. ***Mr. Saadat Nisar***
    M.E-commerce (Dalhousie University, Canada), LL.B (PU), B.Sc. Mechanical Engineering (UET)

22. ***Mr. Muhammad Usman Arif***
    LL.M. (The George Washington University Law School, Washington DC.
    LL.B (PU).

23. ***Ms. Natalia Ahmed***
    MSCS (PICS/PCBA) University of Central Punjab, Lahore.

24. ***Mr. Muhammad Nawaz Waseer***
    MA (Arabic-PU), MA (Islamic Studies-PU), LL.B (PU).

IBIT SUPPORT STAFF

Administrative Staff

1. **Ch. Muhammad Yousaf**
   Admin Officer

2. **Mr. Muhammad Azhar Awan**
   P.S. to Director
3. **Mr. Muhammad Shafiq**
   Stenographer
4. **Mr. Muhammad Saleem**
   Assistant
5. **Mr. Muhammad Arif**
   Accountant
6. **Mr. Amjad Hussain**
   Junior Compositor
7. **Ch. Muhammad Boota Sajid**
   Junior Clerk
8. **Muhammad Tanveer Arif Bhatti**
   Junior Clerk
9. **Mr.Sami Izat Butt**
   Store Keeper

Support Staff
1. **Mr. Mushtaq Ahmad**
   Naib Qasid
2. **Muhammad Hussain Chishti**
   Naib Qasid
3. **Mr. Shahbaz Ali Butt**
   Naib Qasid
4. **Mr. Muhammad Farooq Muo**
   Naib Qasid
5. **Mr. Muhammad Imran**
   Farash
6. **Mr. Imran**
   Farash
7. **Mr. Amanual Masih**
   Sweeper
8. **Mr. Akbar Masih**
   Sweeper
9. **Mr. Javed Masih**
   Sweeper

Library Staff
1 **Mr. Muhammad Akram Shahid**
   Librarian
2 **Mr. Sheraz Shaukat**
   Junior Clerk

Technical /Computer Lab. Staff

1. **Mr. Muhammad Yahya Waris**
   Network Administrator
2. **Mr. Muhammad Shahid**
   Assistant Network Administrator
3. **Mr. Muhammad Arshad**
   Lab. Attendant
4. **Mr. Muhammad Imran Sarwar**
   Lab. Attendant
4. **Mr. Muhammad Ayyub**
   Lab. Attendant
6. **Mr. Faisal Hameed**
   Lab. Attendant
7. **Mr. Muhammad Imran**
   Lab. Attendant
8. **Mr. Muhammad Awais Khan**
   Lab. Attendant
9. **Mr. Muhammad Razzaq**
   Technician
10. **Mr. Mumtaz Ahmad**
   Electrician

Miscellaneous Staff
1. **Mr. Muhammad Aslam**
   Driver
2. **Mr. Muhammad Ashiq Hussain**
   Armed Guard
3. **Mr. Ghulam Safdar**
   Armed Guard
4. **Sagheer Hussain Shah**
   Armed Guard
5. **Mr. Muhammad Sabir Shah**
   Mali
6. **Mr. Rab Nawaz**
   Mali
7. **Mr. Fayyaz Azmat**
   Mali
8. **Muhammad Imtiaz**
   Mali

Record Office
1 **Mr. Tariq Mahmood**
   Web Master
2 **Mr. Hafiz Muhammad Riaz**
   Junior Clerk

3	**Mr. Kashif Karim** Library Attendant	2	**Mr. Aslam Masih** Junior Clerk
4.	**Mr. Shaukat Ali** Library Attendant	3	**Mr. Aamir Shahzad Abbasi** Junior Clerk
		4.	**Mr. Muhammad Ateeque** Stenographer

Admission Schedule FALL 2008
BBIT (Hons.) and MBIT (F08) - (Morning & Afternoon)

Dates		Admission Activity
August 03, 2008 (English and Urdu Daily Newspapers)	Sunday	First Advertisement (Admission forms will be received online from same day, and through courier and in person from the very next day of the first advertisement). No sale of forms and prospectus from Institute.
August 10, 2008	Sunday	Second Advertisement
August 17, 2008	Sunday	Third Advertisement
August 24, 2008	Sunday	Fourth Advertisement
August 27, 2008	Wednesday	Last date for receipt of Applications. All application received by the close of day August 27, 2008 before 4:00 p.m. (Monday through Friday) will be considered for selection.
August 31, 2008	Sunday	Entry Tests for MBIT (will be conducted by the Institute, GMAT format). Candidates sending their application through courier can see their form number on website, which will be entered by the Institute. Same number will be used for identification in Entry Test. Entry Test results will be available online after 3 days of test.
September 09 , 2008	Tuesday	**First Merit List (4:00 p.m.)** Challan Forms will be issued from 8:00 a.m. to 3:00 p.m.
September 15, 2008	Monday	Last date for submission of Challan Form in IBIT after deposit of fee in Bank is (04:00 p.m.) along with the original documents.
September 16, 2008	Tuesday	**Second Merit List (10:00 a.m.)** Challan Forms will be issued from 10:00 a.m. to 3:00 p.m.
September 18, 2008	Thursday	Last date for submission of Challan Form in IBIT after deposit of fee in Bank (4:00 p.m.) along with the original documents.
September 19, 2008	Friday	**Third merit List (4:00 p.m.)** Challan Forms will be issued from 8:00 a.m. to 3:00 p.m.
September 23, 2008	Tuesday	Last date for submission of Challan Form in IBIT after deposit of fee in Bank is (4:00 p.m.) along with the original documents.
September 24, 2008	Wednesday	**Fourth and Final Merit List (11:00 a.m.)** Challan Forms will be issued from 11:00 a.m. to 2:00 p.m.
September 24, 2008	Wednesday	Last date for submission of Challan Form in IBIT after deposit of fee in Bank is (4:00 p.m.) along with the original documents.
October 06, 2008	Monday	Commencement of Classes

Note:
- o Candidates having their names in merit lists and not submitting required documents and deposit Challan before stipulated time will not be considered for admission.
- o Prospectus, Admission Forms and Challan Forms can be downloaded from IBIT website: **www.ibitpu.edu.pk/admissions.** Applications can be submitted online, or submitted through courier or in person in the office of IBIT between 9.00 a.m. till 4.00 p.m. (Monday through Friday), during the above mentioned dates.
- o Candidates submitting applications online can update their results against their respective application numbers by the last due date.

DISCLAIMER

The rules and regulations provided in this prospectus serve the purpose of general information only. It does not contain complete list of regulations that relate to students. The provisions of this prospectus do not constitute a contract, stated or implied, between any applicant, student or faculty member of the Institute of Business and Information Technology. The Institute reserves the right to withdraw courses at any time, amend rules, curriculum, degree programs, requirements and graduation procedures. These changes will be incorporated only after approval of the governing body and forum concerned. Changes will be effective whenever proper authorities so determine and will apply to both prospective and those already enrolled.

Students are held individually responsible to comply with the requirements as laid down by the rules and regulations of University of the Punjab and IBIT. Failure to comply may lead to strict disciplinary action or dismissal from an academic program as per University of the Punjab rules and regulations. The same information is also provided on the Institute's website.

www.ibitpu.edu.pk

In addition, students are encouraged to seek the latest information from the Institute's information office as and when required.

Note:-

The online version of the Institute of Business & Information Technology's Prospectus is the Official version and takes precedence over the printed version. However, students are encouraged to seek the latest information from the Institute's information office as and when required.