Institute of Business & Health Management

INSTITUTE OF BUSINESS & HEALTH MANAGEMENT (IBHM)

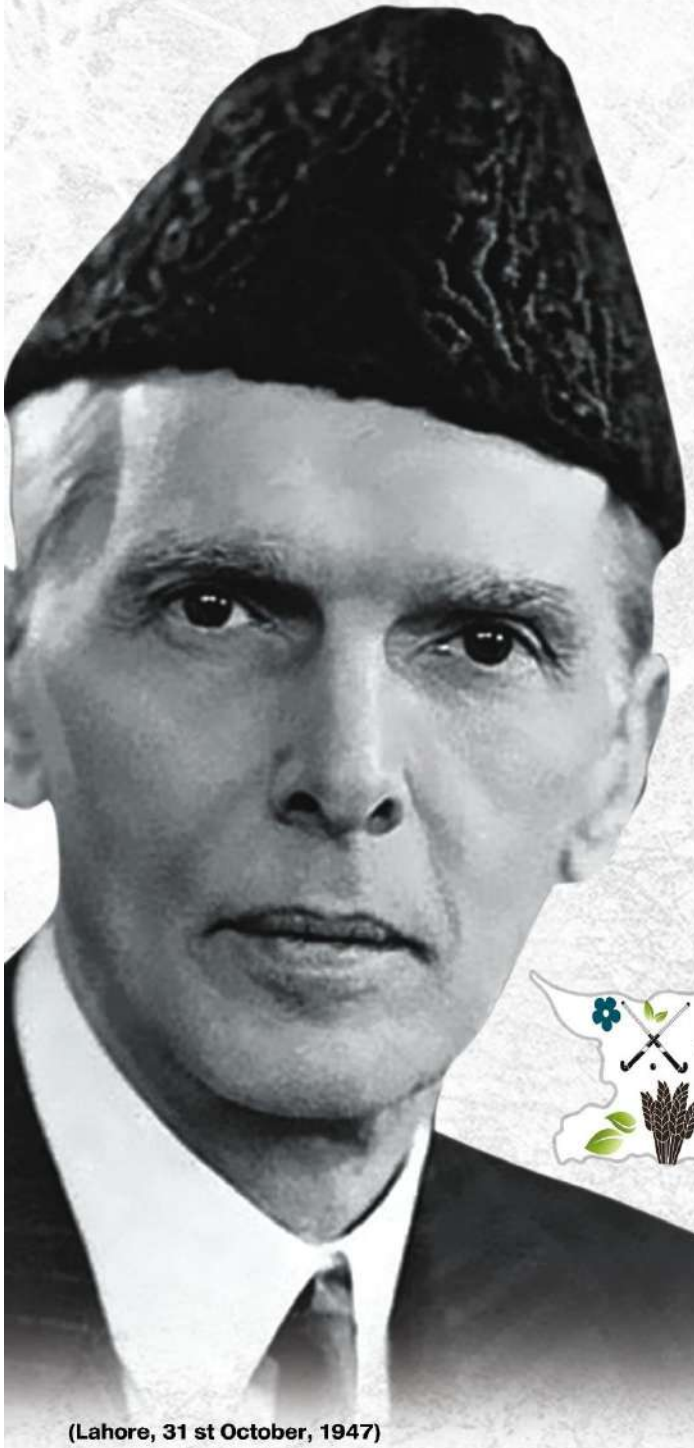
DOW UNIVERSITY OF HEALTH SCIENCES (DUHS) KARACHI

STUDENT HAND BOOK

2026-2027



QUAID'S
Message To Youth



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



(Lahore, 31 st October, 1947)



VICE CHANCELLOR'S MESSAGE

As the Vice Chancellor, I am privileged to welcome you and to witness the potential of these bright minds ready to make a positive impact on the world. The Institute of Business and Health Management (IBHM), DUHS, has been established to offer finest education in the specialized fields of business and healthcare management. Your decision to join IBHM will help you achieve a prosperous and successful future in line with your dream. This day marks the beginning of a new chapter filled with responsibility and purpose. You now stand as ambassadors of this institution.

IBHM is striving to produce young graduates in the fields of Business and Healthcare Management, and it is an excellent place to be groomed at. DUHS has always been committed to nurturing not only competent professionals but also compassionate human beings who serve society with empathy and integrity. Our graduates reflect our vision, which is to produce future leaders and innovators who will contribute meaningfully to healthcare, research, and education at both national and international levels. The learned and dedicated faculty of the institute and its administration work in collaboration to enhance the learning experience of the students.

IBHM provides up-to-date research facilities to students to keep them abreast of the changing demands of the industry. Furthermore, IBHM will prepare the youth for facing contemporary challenges and inculcating a true spirit of love, dedication and community service at home and abroad. Wherever your professional path takes you, strive to uphold the values of service, ethics, and lifelong learning.

We welcome you to IBHM, a wonderful platform to polish your skills and acquire relevant knowledge, which will help you compete in the dynamic marketplace. Looking forwards, the faculty and staff of the University would build a harmonious relationship with you over the period of your studies and the professional career ahead. I extend my deepest appreciation to the faculty, mentors, and staff whose dedication will guide you throughout this journey. Their tireless efforts will help to mold you into capable individuals.
May your journey ahead be marked by success, purpose, and fulfillment. I wish you the best of luck in your academic endeavors.

PROF. DR. NAZLI HOSSAIN

VICE CHANCELLOR
Dow University of Health Sciences



Welcome to the Institute of Business & Health Management (IBHM).

At IBHM, we are moving boldly with a commitment to develop culture of excellence, innovation and collaboration to expand tomorrow's frontiers with our future healthcare and business leaders and entrepreneurs who can navigate the complexities of the healthcare and business industry driving a positive change.

Our programs combined with rigorous academic training are designed to equip students with the innovative thinking, collaborative leadership, and entrepreneurial spirit with knowledge and expertise needed to succeed in the ever-evolving landscape of healthcare and business management. Our curriculum focuses on interdisciplinary learning, research, and practical application to ensure our graduates are well-prepared to address the current and future challenges driving positive changes and excellence in their fields. To ensure that our teaching and training pedagogies remains at the forefront of industry standards, we have been diligently developing and refining our educational processes and policies.

We empower our esteemed faculty with the latest instructional technology and techniques through comprehensive training programs, equipping them with the tools and knowledge necessary to engage and inspire the students effectively. The aim is not just to meet curriculum goals but to exceed them, preparing the students, teachers and staff to excel in their respective fields with confidence and competence empowering future healthcare leaders with the business acumen to transform the industry.

We at IBHM, believe that education should be more than just lectures and textbooks—it should be an immersive and transformative experience for our teachers as well as students. As our students embark on this journey with us, I urge them to embrace every opportunity, seize every moment, and dare to dream big. Their time at IBHM is not just about acquiring knowledge; it's about discovering their passion, honing their skills, and unleashing their full potential.

I invite you to explore our website, learn about our programs, and discover how we can help you achieve your goals. Together, let's shape the future of healthcare and business management and make a meaningful impact on society."

With warm regards

PROF. DR. ASIMA FAISAL
PhD, MPhil, MBA, MBBS & Post-Doctorate, USA
DEAN, Faculty of Management Sciences
Director, Institute of Business and Health Management
Chairperson, Telehealth Management & Program Director E-Doctor Project

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OUTLINE OF SERVICES

S.NO.	DEPARTMENT	FUNCTIONS	LOCATION
01	**Administration**	All matters related to admission, enrollment, examination, and convocation.	4th Floor, ION Building.
02	**Program Office**	All matters related to academic calendar, course offering, prerequisites, elective courses and other academic issues.	Program Director's Office.
03	**Computer Lab**	All IT related matters, digital library and electronic services	4th Floor, ION Building.
04	**Library**	Study and learning services, borrowing of books.	4th Floor, ION Building.
05	**Placement Office**	Internship, Placement and Career Counseling	4th Floor, ION Building.
06	**Alumni Office**	Liaison between Alumni Association of Dow and IBHM chapter, and Alumni Database updating.	4th Floor, ION Building.
07	**Student Counseling**	Provides students' counseling both in academics and career pathways.	Allotted Faculty offices according to batch.

VISION OF DOW UNIVERSITY OF HEALTH SCIENCES	MISSION OF DOW UNIVERSITY OF HEALTH SCIENCES
To be a pre-eminent academic institution committed to changing and saving lives.	Providing outstanding patient centered education, training and clinical care informed by cutting edge research and innovation generating and disseminating new knowledge.
VISION OF INSTITUTE OF BUSINESS AND HEALTH MANAGEMENT	**MISSION OF INSTITUTE OF BUSINESS AND HEALTH MANAGEMENT**
To be pre-eminent management education providers by equipping students with the knowledge and skills to contribute to advancement of the business & healthcare industry, and societal benefit.	Provide relevant, applicable and employable business & health care management education and training. Maximize technology, research, innovation, entrepreneurship and intrapreneurship in the curriculum to develop future leaders. Create value for business and society through ethical practices.

INTRODUCTION OF INSTITUTE OF BUSINESS AND HEALTH MANAGEMENT

The Institute of Business and Health Management (IBHM) started working in 2007 as a constituent body of the Dow University of Health Sciences. IBHM is offering BBA, BS Accounting and Finance, BS Healthcare Management and Leadership, MBA, MS Management Sciences, MS Healthcare Management and Leadership and PhD Management Sciences programs in Karachi to facilitate a larger population of the community. Approximately 500 students are in IBHM in various undergraduate and postgraduate programs. However, more than 1000 Alumnae are working in prestigious national and international business organizations. IBHM is continuously striving to improve the learning environment through technology and innovation.

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

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

ACADEMIC GUIDELINES

Fee Policy

1. University shall charge fees under the following headings:
    - **Admission Fee**
    - **Tuition Fee**
    - **RFID Card Fee**
    - **Enrolment Card Fee**
    - **Examination Fee**
    - **Student Activity Charges**
    - **Library Fee**
    - **Research Project Defense Fee**
    - **Any other Fee that may be applicable**
2. Fee for the postgraduate/Undergraduate program will be paid course wise.
3. The fee for the first semester, admission fee, and RFID card fee will have to be paid at the time of admission. The admission offer is valid for 15 days only. If the student fails to pay all fees and dues of the first semester **within 15 days,** the admission will be canceled. The next candidate on the merit list will get the offer for that seat.
4. In subsequent semesters, if a student fails to pay his/her fee and dues within 30 days, his/her name will be struck off from the institution.
5. No student will be allowed to appear in any examination unless s/he has cleared all dues of the University.
6. Enrollment fee (One Time) has to be paid separately.
7. The fee and rules/regulations may be revised by the University at any time during the course of the study.
8. Late fee for succeeding years will be charged if fee is not paid within the provided deadline @ 5% on all fee heads.
9. AFTER FOUR MONTHS OF NON-PAYMENT, THE SEAT IS LIABLE TO BE CANCELLED AND STUDENT WILL NOT BE ALLOWED TO APPEAR IN ANY EXAMINATION.
10. Fee deposited is refundable as per the Refund policy guidelines of the DUHS. Taxes will be applied as per the FBR/SBR rules.
11. Hostel and Transport fee will charge as per calendar year (i.e., Jan. to Dec.).
12. Amounts stated in the fee vouchers are excluded of all Bank Charges.

13. The Fee Structure may be revised by the university at any time during the course of the study, due to unavoidable circumstances.

14. All the undergraduate students are required to submit an undertaking affirming that they will not waste their allotted seat.

    - If a student withdraws from the program or fails to join after securing admission, a **SEAT WASTAGE PENALTY AS EQUAL TO REMAINING PROGRAM TUTION** shall be imposed.

(Reference: DUHS- Post Graduate Academic Policies – 2018: Fee policy pg.17).

Enrolment Policy

1. "No student shall be eligible to appear at any University Examination without enrolment with the University on payment of the prescribed fee.
2. Application for enrolment on prescribed form supported by the required certificates will be submitted to the Controller of Examinations through the Program Director within six weeks of the date of admission in the case of normal admissions, and three weeks in the case of admission by transfer. Necessary payment/ fees will be charged with each application.
3. Each student shall receive an Enrolment Card, with a unique enrolment number. If an Enrolment Card is lost or destroyed, a duplicate copy will be issued on submission of affidavit and payment of a prescribed fee.
4. No application for admission to a University examination or any other purpose shall be received from an enrolled student unless the enrolment number is quoted in the application.
5. A student shall be assigned an enrolment number for identification throughout his/her stay at the University for the duration allowed in the course duration policy.
6. However, a student unable to complete his/her diploma / degree requirement within the validity of his/her enrolment will have to re-validate / extend the enrolment due to semester freezing for not more than two (02) years by paying a prescribed fee[1] as per the HEC criteria. The steps of the process will be as follows
   Program Director, IBHM →Director, IBHM→ Chairperson of Department of Postgraduate Studies, DUHS →Vice Chancellor, DUHS.
7. The decision of extension of re-enrolment will be taken by the Vice Chancellor. Such extensions are given as a last chance to those students who are
   i. short of required CGPA[1] or
   ii. have failed in a maximum of two courses only.
8. A student cannot be enrolled in two different full-time courses simultaneously.
9. A dropped student may re-enroll in another program or in the same program in the next admission cycle, through the advertised merit process of admissions, as per DUHS rules and procedures.

(Reference: DUHS- Post Graduate Academic Policies – 2018: Enrolment policy pg.1).

Credit Transfer Policy

1. The application for transfer of credit from an HEC recognized university or any foreign university shall be made at the time of entry into the IBHM program.
2. Maximum of 50% of total courses of any program can be credited.
3. Only courses that have been taught on campus more than **50%** of the time can be transferred. This does not apply to any distance learning courses even though they may be approved by accreditation authorities/ HEC.
4. The course for which the credit shall be given must have at least 50 % match with the one of IBHM, to which the credit is transferred.
5. The students who request for transfer of credit are responsible for providing an authentic certified copy of the course contents from the institute where they studied the courses.
6. The students should have got a minimum grade 'B' in the transferred course.
7. IBHM may ask the students to take a challenge test prior to giving credit of the transfer. The course whose credit has been transferred from another course will be mentioned in the marks sheet (transcript) as a transfer course.

(Reference: DUHS- Post Graduate Academic Policies – 2018: Credit Transfer policy pg. 2-9).

8. In case the student has completed (successfully) more than 50% courses of the undergraduate program, the credit with highest grades will be considered for credit transfer along with those courses that are major requirements of program completion (not electives).

(Reference: Standard Operating Procedure - Undergraduate Credit Transfer policy pg. 8).

Semester Freezing Policy

A student may take a semester off due to unavoidable circumstances (e.g. Financial / Health constraints etc.) by applying for a semester freeze. The process of freezing a semester will be as follows

Submission of application (by the student)

↓

the Program Director, IBHM (Verifying authority)

↓

the Director, IBHM (Recommending authority)

↓

For Postgraduate - Department of Postgraduate Studies, DUHS (Recommending authority).

For Graduate – Academic Committee, DUHS (Recommending authority).

↓

Fee Section (for issuance of half semester fee)

↓

Vice Chancellor (Approving authority)

1. The University does not allow freezing during the first semester.
2. Request regarding semester freeze should be made prior to commencement of the semester.
3. If a student freezes a semester(s), s/he will retake admission in the same semester, will pay full tuition fee of that semester but not admission fee.
4. The maximum duration of the degree program shall remain the same.
5. The student shall pay 10% of the tuition fee of each frozen semester for continuation of enrolment.
6. Once approved, the information regarding semester freeze shall be given to the following from the administration of IBHM:

    I. Controller of Examinations, DUHS.

    II. Director Admissions, DUHS.

    III. Registrar, DUHS

    IV. Department of Postgraduate Studies. DUHS.

7. Freezing for not more than two (02) semesters, as per the HEC Criteria.
8. Hardship circumstances can be considered by the Vice Chancellor such as
    a. Iddat.
    b. Maternity/ Delivery
    c. Death immediate family.
    d. Any other subject to acceptance on justified rationale as per HEC criteria.

(Reference: DUHS - Postgraduate Academic Policies – 2018, pg 12)

Program Dropping Policy (for both graduate and undergraduate programs)

a. A student may drop a program due to any reason. The process of dropping a program will be as follows

Submission of application (by the student)

↓

Program Director, IBHM (Verifying authority)

↓

Director, IBHM (Recommending authority)

↓

For Postgraduate - Department of Postgraduate Studies, DUHS (Recommending authority).

For Graduate – Academic Committee, DUHS (Recommending authority).

↓

Fee Section (for issuance of 1 year/2 semester fee)

↓

Vice Chancellor (Approving authority)

Note: Admission cell will not return the original documents till payment of program dropping fee is made.

b. University may drop a student from the program of study if a student fails to pass even after exhausting all 4 attempts. A notification of which will be issued by the Director to inform the student upon announcement of result.

Fall / Spring Semester & Summer Semester (for both graduate and graduate students)

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

The students failing or having low CGPA are offered a summer semester (during summer vacations of two months) to clear their backlog and / or improve their grades. The full fee of a regular semester is applicable, and the student is allowed to enroll in a maximum of 2 courses in the summer semester.

(Reference: Policy Guidelines for Implementation of Uniform Semester System In HEI's Of Pakistan Higher Education Commission, Islamabad - Pg:9)

Maximum Course Load In a Regular Semester

a) An ***undergraduate*** program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester.
b) In case any student wishes to enroll for one more course beyond 18 cr. Hours s/he may be allowed by institution in either of the two cases—

    1) If his/her CGPA is above 3.5 and

    2) The student needs the course to graduate on time,

A ***graduate*** student normally enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least 9 credit hours in Fall and Spring semesters to be classified as a full-time student. The Director, IBHM may allow a student to take additional courses (02 courses of 03/04 credit hours) in a semester depending on unique circumstances of the student with the recommendation of the advisor.

(Reference: Policy Guidelines for Implementation of Uniform Semester System in HEI's Of Pakistan Higher Education Commission, Islamabad - Pg:10)

Withdrawal / Change of Course(s)

1. A student, with the consent of the concerned Director IBHM, may be allowed to
   (a) Change a course within 7 days of the commencement of a semester, and
   (b) Drop a course within 2 weeks of the commencement of semester.
2. Withdrawal from a course will be allowed one week prior to the final examination (i.e. by the end of 15th week) by the approval of the Director, IBHM. Withdrawn course will appear on transcript with the letter grade W and will not be treated as F grade.
3. There will be no supplementary/special examination in the semester system. If a student fails in a course, he/she shall repeat it by attending the entire course again and passing the examination.
4. Upon completion of the enrollment process, the applicable fee will be charged and will be non-refundable under any circumstances.

Repeating Courses

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

(Reference: Policy Guidelines for Implementation of Uniform Semester System In HEI's Of Pakistan Higher Education Commission, Islamabad - Pg:12).

Promotion Policy for BBA

1. Minimum 2.0 CGPA is required for award of degree in the undergraduate program and a student must maintain at least CGPA 1.75 in one semester to be considered eligible for promotion in the next semester.
2. The students acquiring GPA 1.75 and above but failing in any paper(s) will be promoted to the next semester conditionally that he/ she will pass the course in the re-

take examination, or in the next semester's retake examination, with the requirement to attend all the required classes in the next semester.

3. If a student still is unable to secures less than 1.75 CGPA in the preceding two semesters s/he will not be promoted to the next semester/ next year. However, the student will have to improve his/her G.P.A, when the course/s is/are offered, in the next academic session/semester/year, as per the academic calendar of the program of study. Full course fees would be charged to the student, as per DUHS rules for the number of courses taken in each semester, including failed or remedial courses.
4. It will be mandatory for the candidate to obtain at least **50%** of final examination marks to get cleared in the respective subject (applicable from fall semester, 2023 as per DUHS/AC – 27/ 12/09/23/ Item – 16iii).
5. Furthermore, with maximum attempts for retakes to be defined as no more than 4 overall. This is applicable to the candidates in the 1 and 2nd years of a 4-year bachelor's program of study.
6. In addition, it is understood that the University is not required to offer all courses in each semester and the course may be offered in the next academic session, as per curriculum plan of study.
7. Minimum attendance as per university policy will be ensured.

Promotion policy for MBA

1. Minimum 2.5 CGPA is required for award of degree in the graduate program.
2. Where the program consists of many non-core courses, student may be allowed to the next semester s/he cleared 80% of the courses of the previous semester.
3. S/he will have to join the failed course on the earliest occasion, whenever the University offers this course.
4. Clearance of the core courses is however mandatory for promotion to the next semester. (e.g. 8 courses out of 10) in Semester Examination.
5. A student must secure a minimum of 50% marks in the Final Examination and a minimum of 55% aggregate marks, combining the Internal Assessment and Final Examination, in order to pass a course. Failure to meet either of these requirements shall result in failure of the course.
6. No Supplementary or Special Examination shall be conducted for a student who fails a course, regardless of the reason for failure. The student shall be required to repeat the course and fulfill all applicable course requirements, including attendance, assessment, and examination, in order to pass the course.

Condition for Award of Degree

1. For the award of ***undergraduate*** degree, the student must have
    a. A minimum CGPA. of 2.0 in the program.
    b. Completed internship.
    c. Completed all requirements in the allowed period of **8** years (at the maximum).
2. For the award of ***graduate*** degree, the student must have
    a. A minimum CGPA. of 2.5 in the program

b. Completed all requirements in the allowed period of 4 years (at the maximum) for an MBA of 2 years.

(Ref: Duhs- Postgraduate Academic Policies – 2018, Pg. 20)

Internal Assessment

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

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

Examination

1. Final exam will be conducted by the Examinations Department, DUHS as per pattern decided by the University.

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

(Ref: Duhs- Postgraduate Academic Policies – 2018, Pg. 14)

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

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

Cancellation of Admission/Enrolment

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

(Ref: Policy Guidelines for Implementation of Uniform Semester System In HEI's Of Pakistan Higher Education Commission, Islamabad - Pg:24).

Grading Policy for Both Undergraduate and Postgraduate Programs

a) IBHM Grading Policy:

Grade	Percentage	GPA
A	90-100	4.00
A-	85-89	3.75
B+	80-84	3.50
B	75-79	3.33
B-	70-74	3.00
C+	65-69	2.50
C	60-64	2.33
C-	55-59	2.00
F	Below 55	0.00
Passing	55%	2.00 CGPA

(Ref: Resolution/ Decision No. Syn-81/14.03.2020/Item-24)

Faculty Evaluation

1 It is mandatory for the students to evaluate the Course Instructor on what they have been taught. This evaluation will be done either online or manually. It must be done in the last week of the semester without the presence of the course instructor to maintain impartiality.

2 Evaluation done by the students will be kept strictly anonymous, which means the students will not be required to indicate the name or roll number or registration number or by any other means of identification whatsoever.

STUDENTS' CODE OF CONDUCT & RULES

Academic Conduct

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

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

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

Academic Integrity and Honor Code

One of the hallmark features of online learning is that it is 'learner-dependent' in terms of assuming responsibility not to engage in practices that amount to cheating and/or violation of principles of academic integrity. The students will have to demonstrate ethical behavior in terms of submission of assignments, quizzes and participation in other assessment exercises ensuring that their behavior and practices do not violate 'Honor Code'. The students will have to sign and submit an 'Honor Code' agreeing to abide by the principles of academic integrity while also making a pledge not to indulge in plagiarism in terms of course relevant submissions. The students should familiarize themselves with 'HEC Plagiarism Policy' available at:
https://www.hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx

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

Rules of Overall Conduct

1 Students should avoid behaving against standards of ethics and morality while being on Campus, during university hours and within the means of transportation provided by the University.

2 Student must behave ethically and respectfully during all dealings with officials and staff members, and during interaction for academic and administrative matters.

3 Student must strictly follow deadlines announced for submission of candidature for any academic purpose (e.g. elective placements etc.).

4 Student should not engage in any such behavior which may create disruption during the class, including distracting during discussion sessions, taunting others, reading unrelated material, causing general disruption, or any such related activity.

5 Student is to avoid using mobile phone or such devices, which may disrupt learning process of other students during class time or sessions with teacher/faculty interaction.

6 Student can attend any training / curricular / co-curricular / extracurricular activity during the active academic session, with written and explicit permission from the Principal / Head of Institution.

7 Student must conform to the orders / directives /decision taken by the authorities, including Head of Institution / Disciplinary Committee / Academic Committee / Medical Board etc.

8 Student is to conform to the University's requirement of payment of fee for using any facility, including academic sessions, transport, examinations, sports, hostel etc.

Student Conduct Rules for Scholarships, Permissions & Documentation

1. Student must provide accurate / authentic information while applying for any scholarship / financial assistance/loans, and should provide all pertinent documents as and when asked by the concerned offices for such purpose.

2. Student must avoid any act of taking unfair advantage either by deliberately hiding information or providing fabricated documents / misrepresentation of facts for award of scholarship / financial assistance / academic credit.

3. Student should strictly abide the terms and conditions accepted through undertaking / prescribed by the University for any Permission / waiver / financial award / scholarship.

4. Student should avoid unfair means / use of pressure to take advantage of financial / non – financial nature.

5. Tempering documents issued by the University / Institution for academic purpose will be considered major misconduct by the student.

6. Students are not permitted to engage in any sort of alteration in documents after signature / endorsement of stamp on any document and misrepresentation of facts to avail advantage form any other institution.

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

1 University / College Identity Card, (ID) should be displayed by the student at all times, when the students are in the premises of the University or its constituent college / institute / School / Hospital etc. Faculty members and security staff are authorized to check I.D cards at any time.

2 Students are encouraged to follow proper channel for communication or writing to higher authorities. Any communication intended for higher authorities, needs to be routed through proper channel of the administrative authorities, such as the Vice Principal / Principal / Medical Superintendent / Director onward to the Dean/Registrar and then to the Vice Chancellor.)

3 No student or group of students shall form or participate in demonstrations for political societies / associations / organizations within the campus, unless sanctioned by the DUHS administration.

4 Unless specifically permitted, student or group of students are not allowed to enter critical areas, such as in construction floors/buildings, building roofs, telephone exchanges, or laboratories, for use of office equipment(s) / machinery or lab equipment, unless supervised by staff or faculty.

5 No student is allowed to bring a weapon and/or ammunition, liable to cause injury, or any other harmful item, inside the premises of the campuses or sub-campuses of the University, including the affiliated hospitals.

6 No student or group of students will threaten, stop, harass, forcibly disallow or evict another student or group of students for any reason.

7 Misbehavior with faculty members and other staff members of the University and / or its constituent college / institute / school, hospital etc., by a student or a group of students is also prohibited. Such misdemeanors would attract penalties as severe as rustication and expulsion.

8 No outsider will be invited by the students to address any meeting at the University or its constituent college / institute / school, hospital etc. whether academic, social, religious or political, without prior written permission of the authorities. Decision of authorities will be final and taken on case to case basis for such visitors.

9 Students are not allowed to paste any poster, pamphlet or fix banners on the walls of the University.

10 Graffiti on walls (wall chalking) of the premises of the University or its constituent college / institute / school, hospital etc. be it, academic, social, religious or political, is also strictly prohibited.

11 Students are prohibited to play sports on the premises specifically during their own teaching hours and / or Clinical posting, as per their academic schedules.

12 Prior written permission from the authorities is required to arrange any program, picnic, musical concert or sports activities etc. within and outside of the University premises. In this regard, if granted, consent will be forwarded from HoD/ Principal/ Director to be notified to the Registrar and the concerned Department/ Institute/ School or College, which will make any arrangements of the outside program/activity, including any appropriate transport and supervision from the University. For any external event/ program, 1-2 university officials may be included, upon the discretion of the Principal, for supervision purposes, depending on the number of students allowed to participate in the program.

13 No student or group of students is allowed to collect money/funds, unsanctioned or sanctioned within the University for any purpose, unless sanctioned by the Competent Authority.

14 If any student wants to publish his/her scientific or literary article, he/she must get the draft approved by the Principal/Director, along with the research department Head/ or any appropriate authority. They are also required to submit the copy of the final article /paper (to be published) to the Office of Research Innovation, and Commercialization-DUHS, for record purposes to the University.

15 Students will not be allowed to address the media or the national press on any subject, political or otherwise.

16 Smoking, pan chewing, littering, spitting and other activities is strictly prohibited in the classrooms, laboratories, seminar / tutorial rooms, library or any other premises, during and after college hours and wards during clinical postings.

17 Willful damage to either public or personal property of the University and / or its constituent college / institute / schools, Department by a student or a group of students is prohibited and would be liable to penalties as severe as expulsion and rustication, along with payment to repair damages.

18 Use of loud speakers / amplifiers, megaphone is prohibited within and close by to the premises of the University, its departments and especially nearby to any teaching or affiliated hospital areas.

19 No student will be allowed to park his / her car inside the premises of the college / University, unless specifically allowed by the competent authority or the Principals or Resident Directors of the campuses. The students, if allowed, are to park with their own liability regarding vehicle safety.

a) **Suspension**

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

I. Misbehaves or quarrels, including physical violence, with any teacher or member of the staff, uses unbecoming, indecent or filthy language, incites other students to violence, shouts, abuses, quarrels or fights with fellow students, riots or raises slogans to hurt others, politically or religiously, Interferes with the administration, including the mode or schedule of the examination, indulges in acts of immorality, including remains absent continuously for more than a prescribed period of time, without prior permission or notice.

II. Must avoid using social media against any faculty or student / group of students in order to malign them or to spread false gossip/rumors that may be classified as bullying. Bullying is classified as hostile intent, with imbalance of power, repetition, distress, and provocation of the intended target, either through use of social media or otherwise.

b) **Suspension and Rustication of Student**

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

i. Taking forceful possession, making unauthorized use or damaging any property of the University or its premises.

ii. Involving in any agitation activity, including harassment, sexual harassment, and stalking, threatening or violent acts.

iii. Found indulging in activities, prejudicial and detrimental to the good order of the College.

iv. Adopting unfair means during examination or any other tests.

v. Displaying academic dishonesty.

vi. Disobeying an order of suspension passed against him or her.

vii. Any other act, which the principal or the disciplinary committee considers inappropriate.

viii. Anybody who does not submit the prescribed undertaking about non-involvement in political activities.

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

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

i. A student is liable to be expelled from the college if he/she commits any of the following acts and this order shall be final and irrevocable.

ii. If he/she is found in possession of fire arms or lethal weapons or Narcotic drugs in the college premises, hostels, examination halls, teaching hospitals or any other area as specified by the university administration.

iii. If he/she is remains absent for more than the "prescribed period of time", without permission of the Principal / Director, his/her admission shall be cancelled by the disciplinary committee of that college / institute and struck off rolls by the Principal/ Director.

iv. In violation of academic rules, as per PMDC, PNC, PCP, NBEAC, or HEC policy for other BS/ Bachelors and Masters/ MPhil/ Ph.D. program policy.

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

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

i. Any student indulging in conduct contrary to the above mentioned rules shall be dealt with in accordance with the Dow University of Health Sciences Conduct Rules and the procedure mentioned below:

a. Each constituent college will have a Disciplinary Committee to be notified with the approval of the Vice Chancellor, to deal with all the disciplinary matters.

b. The Principal on any complaint, may initiate action against any student of the college and refer the case to the Disciplinary Committee of the college for appropriate recommendation.

c. Before taking any action, the Principal shall serve a show cause notice to the student indicating briefly the charges against him. The accused student will have to give a written reply within seven days. He / She will be afforded a chance for personal hearing after which the Principal of the constituent college is empowered to suspend, rusticate or expel the student.

d. The student to whom the Principal has suspended, rusticated or expelled from the college may make appeal to the Vice Chancellor against the decision of the Principal within 30 days.

e. Any student whose name appears in the F.I.R. pertaining to any non-bail-able offence as specified in the criminal procedure code (CrPC) will be suspended.

During the pendency of the case he/she will not be allowed classes or take up any examination.

e) **Dress Code**

DRESS CODE POLICY for IBHM

	Male Students	Female Students
1	Appropriate attire is Business Casual, which may include, but is not limited to, dress pants/dress shirt, khakis, shalwar kameez. Inappropriate attire includes T-shirt,-T-shirts with writing other than company logo, Sweatshirts, beachwear, Exercise wear, shorts, three-quarter pants, and Jeans of any kind**.**	Appropriate attire is Business Casual, or attire that is appropriate for a Business school environment. Inappropriate attire includes T-shirts with writing (other than a company logo), Beachwear, sleeveless blouses or shirts, cropped shirts, clothing showing midriff, tight or exposed clothing, and jeans of any kind. Also, sleeveless/tight/exposed or outrageous dresses of any kind are not allowable attire.
2	Appearance should be neat and groomed in all aspects; NO Coloring/highlighting of the hair; long hair in a style not appropriate for students	Coloring or highlighting of the hair that is distracting or inappropriate for a business/academic environment is not allowed.
3	Slippers is not appropriate for a business school should not be worn; Boys are encouraged to wear dress shoes/closed toe shoes**.**	Slippers are not allowed to be worn
4	Students are advised to have formal attire during presentations.	Students are advised to have formal attire during presentations

Business Attire

The following guidelines apply to business attire:

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

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

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

f) **Rules for Library**

1 One book can be borrowed from the library at one time.

a) Books will not be issued without library card.
b) Book can be borrowed for a maximum period of 3 days.
c) There is no lending facility for reference books, CD's periodicals and newspapers.
d) Any title in the lending section can be reserved in advance, please make request at the library desk.

2. The following rules pertain to re-issuance of books. Books can be issued consecutively a couple of times only.
    a) A late fine determined by the library committee of each campus will be changed if book is returned late.
3. The following rules pertain to book lost / damaged.
    i. In case of damage, full price of the book will be charged.
    ii. In case of loss of book, full price of the purchase price will be charged to the student and will be required to be paid prior to clearance upon graduation from program.
    iii. No marking, either in pencil, pen or highlighter is allowed on the books. The book will be inspected at the time of return. In case books are found marked, a fine will be charged.
4. Reference books will not be issued for photocopy by any departmental or University library.
5. Privileges and usage or membership of library or digital libraries of DUHS can be withdrawn/ cancelled, wherein the student is found to be in continual violation of rules of the digital or reading library.

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

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

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

i. Engaging in behavior that disrupts or interferes with the learning environment.

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

i) **Plagiarism Policy**

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

j) **Attendance Policy**

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

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

HARASSMENT POLICY STATEMENT

1. Sexual harassment is prohibited at IBHM and constitutes a punishable offence under this policy

2. In much as sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment specifically one in which scholarly pursuit may flourish, IBHM will not tolerate the sexual harassment of any member of the IBHM community and will strive through education and deterrence to create an environment free from such behavior on its premises.

3. Institute affirms the right of every member of its constituencies to live, study and work in an environment that is free from sexual harassment. Behavior constituting sexual harassment as defined in this document is incompatible with standards of professional ethics and with behavior appropriate to an institution of higher learning.

4. IBHM recognizes that as an academic and free community, it must uphold its fundamental commitments to academic freedom along with freedom of expression and association. It will maintain an environment in which students and teaching and non-teaching staff can engage in free enquiry and open discussion of all issues without intimidation and harassment by others.

5. An academic and free community must also include freedom of movement and freedom of access to facilities and resources without fear of harassment, discrimination or violence.

6. All persons entrusted with authority by the institute, have a particular obligation to ensure that there is no misuse of that authority in any action or relationship.

7. Sexual harassment is a serious human rights issue. lt can be exacerbated by discrimination on other grounds of vulnerability such as gender, poverty, disability, race, religion, ethnic origin or sexual orientation.

8. The university recognizes its legal and moral responsibility to protect all of its members from sexual harassment and to take action if such harassment does occur. To these ends, it has developed a policy on, and procedures for, dealing with complaints of sexual harassment, including a range of disciplinary measures up to and including dismissal. It has also established an educational program to prevent incidents of sexual harassment

9. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc.

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

STUDENT SOCIETIES

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

Debate & Literary Society

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

Dramatics & Entertainment Society

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

Community Service Society

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

Sports Society

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

Corporate & Entrepreneurial Society

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

DOW'S IBHM TOASTMASTER'S CLUB

Institute of Business and Health Management (IBHM) of Dow University of Health Sciences is the first university in Karachi, Sindh to establish Toastmasters International club for its

students. Dow's IBHM Toastmasters club (IBHM, Dow University of Health Sciences) proudly declares to become an official club of Toastmasters International with Club Number: 07738665, District 122, Area B2. Charter Date: May. 15, 2020.

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

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

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

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

As you progress through Pathways, you will:

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

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

For membership details

erum.ghayas@duhs.edu.pk.

Useful Links

https://instagram.com/dow_ibhm_toastmasters_club....

https://www.facebook.com/dowibhmtoastmasters

Dow's IBHM Toastmasters Club
@dowibhmtoastmasters
http://www.toastmasters.org

Dow Digital Learning Centre (DLC)

1. The DLC is the learning management system of DUHS, which has community support and platform independence. The DLC is a customized LMS for the number and complexity of the DUHS's programs. The DLC is designed to be a comprehensive distance learning solution with a virtual learning environment.
2. It is integrated with software's like MS Teams for online teaching and assessment, which enables DUHS faculty members to share teaching content and provide learners with new engaging and collaborative tools to facilitate their learning and to accommodate a wider range of learning styles and assessment methods. The DLC/LMS has a range of functions, such as a web application, unlimited lecture duration, attendance management, online lecture video and audio, notebook tools, teacher's portal, students' portal, online results preparation, announcements, outcome-based education enabled with an online assignment submission and assessment mechanism.
3. The DLC combines course management and student engagement, and has the following student teacher engagement and collaborative tools to facilitate the learning process:
    a. Discussion forums, file exchange, student /faculty calendar, real time video/audio, interactive whiteboard, integrated services, tools/grade book, student tracking, content sharing and repositories, among others that can be utilized to diversify the modes of teaching and learning and provide a comprehensive course content to all types of learners.
    b. The DLC enables discussion forums to be formed to engage students in online group discussion, on relevant and collaborative knowledge to be realized or shared.
4. The DLC has community support where users can interact with each other in real time and allows for platform independence, which means it can work on any device or platform.
5. Students can perform the following activities through DLC:

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

Course Relevant Technological and Computing Requirements

The students are expected to have access to a device/gadget as well as an internet connection of good bandwidth (minimum of 2 Mbps; minimum recommended 5 Mbps; highly

recommended, 10 Mbps or more) allowing them to connect to virtual classroom as well as 'Dow Online Education System (DLC)'.

Considering the students will need to complete several assignments and quizzes as well as take their final assessment (both unseen written examination as well as oral/viva) online, the computing device should preferably be a laptop/desktop though for occasional connectivity, the smartphones and the tablets should work fine.

Student's visibility in the class

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

Ref: SOP & Policy for Distance Education & Online Teaching (2020)