

# PROSPECTUS



# B B A

4 YEARS PROGRAM



# M U H A M M A D

*Institute of Business Administration*

IBN-E-SINA UNIVERSITY, MIRPURKHAS

Phone: 0233-821503

Email: [miba@isu.edu.pk](mailto:miba@isu.edu.pk)

Website <https://isu.edu.pk>



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UNIVERSITY  
MIRPURKHAS**



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## FOUNDER'S MESSAGE



*Dr. Syed Ali Muhammad*  
Founder of  
Muhammad Foundation Trust

Muhammad Foundation has already built premier educational institutes, which are spreading knowledge in the fields of Information Technology, Management Sciences & Medical Sciences.

Our aims is to provide Quality Education at purpose built building of

**MIBA, MIST, MMC, MDC & MIPRS**

## Chancellor's Message



### *Dr. Syed Razi Muhammad*

Chancellor (Ibn-e-Sina University)  
Managing Trustee (Muhammad Foundation Trust)  
MBBS (DOW), FRCS (Edinburgh),  
Dip Urology (University of London) MMED (From Dundee)

It is great privilege to write the welcome note to the Various batches of Muhammad Institute of Business Administration for BBA.

The campus, which simultaneously harbours Muhammad Medical College and Muhammad Dental College is spread over an area of nearly 40 acres. It has cricket & football grounds, basketball court, gymnasium boys & girls hostels, solar system, standby generators, water storage tanks, post office and many more facilities and improvement have been created which includes teachers with higher qualifications.

I am sure many of you will grasp the opportunity and seek admissions at Muhammad Institute of Business Administration, Ibn-e-Sina University, Mirpurkhas.

## **Muhammad Foundation Trust's Achievements**

- ▶ Muhammad Medical College
- ▶ Muhammad Dental College
- ▶ Muhammad Institute of Physiotherapy & Rehabilitation Sciences
- ▶ Muhammad Institute of Paramedical Training
- ▶ Muhammad Institute of Business Administration
- ▶ Muhammad Institute of Science & Technology
- ▶ Muhammad Medical College Hospital
- ▶ Muhammad Dental College Hospital
- ▶ Muhammad Medical College Hospital, City Branch

## Choosing Where to Study

It is not easy for a young boy or girl to choose which university or college to go to after passing his or her intermediate examination, yet this is one of the most important decisions that a student will ever make, Muhammad Foundation has formed a “Career guidance cell” here are questions to ask yourself before making a decision.

1. How good is the faculty?
2. How good is the environment for the studies and extra curricular activities?
3. How are the opportunities for further studies?
4. What are the opportunities for job at the end?

In the following paragraphs, I have tried to answer these. However if a student or his/her parents wish by making some of the aspects personally, they can see a member of our career guidance cell or see me by making an appointment with my secretary.

1. The faculty of Muhammad Medical College and Muhammad Institute of Business Administration are second to none in Sindh. The faculty of MIBA includes a blend of very senior as well as enthusiastic young teachers from Karachi, Hyderabad and Mirpurkhas.
2. Muhammad Foundation is built on more than 40 acres area. This distance it from institute being run in rented houses where owners may decide any time to stop teaching and start leaving. This has happened so many times in Pakistan. Both MMC and MIBA buildings are the best purpose built buildings for Educational Institution These colleges are the largest entire Sindh outside Karachi.

**MIBA** has state of art, computer laboratories as well as other labs. There are large playing areas. Quiz and presentation are held regularly to boost learning. Adequate teaching tools are available.

**Extra** curricular activities including sports, debates, Quiz and visit to other cities (under strict supervision of Principal & Faculty) are regularly held. Discipline is kept to the highest level.

## Faculty of MIBA



### *Dr. Syed Razi Muhammad*

Chancellor (Ibn-e-Sina University)  
Managing Trustee (Muhammad Foundation Trust)  
MBBS (DOW), FRCS (Edinburgh),  
Dip Urology (University of London) MMED (From Dundee)

### *Miss Aalia Aslam Bajwa*

Assistant Professor  
Acting Director of Business Administration  
Mphil in Management Science (HRM)  
PhD in Management Science (HRM)  
(Waiting for thesis final Evolution)

### *Dr Anwar Mughees Alam*

Assistant Professor  
PhD (Economics)

### *Dr Muhammad Kashan*

Assistant Professor  
PhD Business Administration

### *Miss Paras Haneef*

Lecturer  
MBA Business Administration

### *Miss Syeda Bakhtawar*

Lecturer  
PMBA Business Administration



## **Bachelor of Business Administration Program Scheme**

### **VISION**

“The ISU's Department of Business Administration seeks to maintain and strengthen its position as a preeminent business administration academy in Mirpurkhas, Sindh, with national recognition that considers common and specific community business solutions and stays abreast of modern developments in research, education, and practice in order to prepare students to become future business leaders, to fill roles that require business intelligence, and to play a focal role in societal development.”

### **MISSION**

“ISU BBA's mission is to create impact on knowledge advancement for society's betterment through business education, research, and practice with an overall philosophy of continuous improvement.”

### **GOALS**

“Towards this goal, the department aims to conduct theoretical and empirical research in management and interdisciplinary areas. This will combine managerial practice with contemporary issues in agribusiness and other commercial fields. The curriculum of the department's degree programs incorporates faculty research directed at the changing needs of the business environment and society. In this way, our students will be equipped with the most up-to-date knowledge, skills, and abilities that will enable them to create value and fulfil their responsibilities at various levels in corporations, state institutions, and universities throughout the world. In order to achieve this goal, and with increasing importance, ISU BA contributes to the international and local accumulation of scientific knowledge, with both practice-oriented and fundamental research, which is not only confined to the area of business administration but also takes efforts to launch a variety of fields with an interdisciplinary perspective.

ISU BA members aim to cooperate with the business world and governmental and nongovernmental institutions in Pakistan, as well as around the world. This is done through collaborative projects carried out at institutional and individual levels within our faculty's expertise fields.”

# Bachelor of Business Administration Program Scheme

## ISU BBA Values

ISU Department of Business Administration strictly adheres to the basic principles of the University's core values:

- Commitment to Campus Advancement and Environmental Sustainability
- Cooperative Individualism
- High Academic Quality
- Innovativeness and Leadership
- Merit
- Scientific Freedom
- Social Responsibility
- Credibility
- Informed Self-Confidence
- Investigative Approach
- Respect for Humanity
- Sensitivity to the Socio-cultural and Natural Environment

## ISU BBA's Expected Outcomes and Strategies

The expected outcomes (EOs) as articulated in ISU BBA's mission can be summarized as follows:

### 1. To sustain and advance the Department's reputation for producing graduates of exceptional quality.

Each and every alumnus of the Department contributes value not only to the ISU community but also to society in general.

This outcome will be achieved by ensuring that we attract high-quality students and provide them with a contemporary, high-quality education at a national level in a suitable, modern learning environment. The quality of degree programs is increasingly assured by obtaining accreditation from HEC Pakistan and other business regulatory bodies nationally and internationally.

### 2. To make high quality intellectual contributions across a variety of disciplines relevant to the science of management.

Since management as a scientific discipline has roots in a wide array of technical and social sciences, ISU BA intends to make intellectual contributions not only to the science of management but also to other fields that nurture the foundations of this discipline. Coming from different backgrounds in management, economics, and engineering, the members of the ISU BA faculty are celebrated scholars and prominent figures in their respective fields, recognized by the international scientific community as measured by the value of their scholarly academic contributions.

## Bachelor of Business Administration Program Scheme

**3. To maintain and improve relationships with the business world, as well as government and Non-government organizations, at the national and international levels.**

ISU BA cherishes its close relationships with the business world and sees this as one of the principal values that guide the Department's mission-related activities.

In order to keep curricula and their contents relevant, faculty members stay in touch with the business environment through a number of practices, including practice-oriented research, project work, and consulting services to private and public enterprises. The department is improving its relationships with local and international scientific, technological, and business research councils in training entrepreneurs, and evaluating and mentoring technological start-ups helps faculty members stay in touch with the technology-entrepreneurship and agribusiness ecosystems. Experiences and insights gathered from such collaborations not only constitute valuable inputs to the teaching/learning of business, but they also present excellent opportunities for faculty and graduate students to conduct distinctive scholarly research.

### Degree Program Development Template

Faculty: Management Sciences

Department/Institute: Business Administration

Program Title: Bachelor of Business Administration - BBA

Program Code: BBA 23-24 (138 credit hours courses)

Degree Level: Bachelor (Honors degree equals to 16 years academic education)

Duration: 4- Years

Approval Body: Course design and syllabus scheme is approved by ISU Academic Committee

Accreditation Body: Higher Education Commission (HEC) of Pakistan

## Bachelor of Business Administration Program Scheme

### i. Introduction:

The Bachelor of Business Administration (BBA) program is offered to those with 12 years of education. The BBA program is of **4 Years** duration, spread over **8 Regular semesters**, and consists of **138 Credit Hours**. The primary aim of the program is to focus on the promotion of managerial skills and develop competency by introducing students to contemporary ideas primarily in the areas of Management, Finance, HRM, Agribusiness, and Marketing. The importance of developing problem solving and communication skills is emphasized, which enable students to improve their understanding of how to deal with complex business issues. Students who complete the BBA program are eligible to apply for admission to the MBA and MS programs.

### i. Program Objectives:

The program is aimed at attaining the following objectives and goals:

- i. to inculcate business skills and capabilities in undergraduate students having different backgrounds, for example, pre-medical, pre-engineering, humanities, computer studies, etc.
- ii. to impart business knowledge so that they can successfully perform various managerial responsibilities.
- iii. to sharpen their analytical skills so that they could make intelligent and effective decisions.
- iv. to develop entrepreneurial skills and promote creative thinking so that they may start their own businesses.
- v. to produce graduates that could professionally contribute toward industrial and economic development.

### i. Eligibility Criteria:

For admission to the BBA program:

- i. Candidates who have passed their Intermediate Examination OR equivalent from a recognized Board, securing at least 50% Marks in the aggregate, are eligible to apply.
- ii. Candidates who have earned an Associate Degree Program (a two-year undergraduate program) in Commerce, Business Administration, or related disciplines with a minimum of 2.20 CGPA will be eligible to join the 5<sup>th</sup> semester (third-year) of BBA after fulfilling the admission requirements.
- iii. Candidates who have done “O level” and “A level” are required to submit an IBCC equivalence certificate at the time of submission of their application.

## Bachelor of Business Administration Program Scheme

### i. Internship:

The student will be required to undergo a nine-week Internship in any National or Multinational Organization of repute during summer vacation (after the 4<sup>th</sup> Semester). The Internship will be a non-credit activity; however, the student will be required to submit an internship report (in a specified format) within 30 days of the successful completion of the internship. The internship report and the progress and performance of the intern will be evaluated by the panel of examiners. The evaluation of the internship shall be made on the basis of pass/fail, and there shall be no grading/marks for the internship.

### i. Degree Requirements:

The following are some essential requirements for the award of a degree:

- a. Successful completion of 138 credits.
- b. Maintaining a minimum CGPA of 2.0 in all semesters and attaining a minimum CGPA of 2.20/4.0 at the end of the 8<sup>th</sup> semester.
- c. Successful completion of a minimum nine-week internship in an industrial, business, or commercial organization
- d. Successful completion of the comprehensive examination. The evaluation of the comprehensive examination shall be made on the basis of pass/fail. There shall be no grading or marking for the comprehensive examination.
- e. Compliance with University Uniform Semester Rules and Regulations in true letter and spirit.

### i. Number of Seats:

- a. Open merit seats: 50
- b. Number of intakes: 01 (Morning-based Fall session admission)

### ii. Fee Structure: As per University Policy

### iii. Merit Computation: As per university Policy

## Bachelor of Business Administration Program Scheme

### I. Possible intake:

| Proposed Activity                                    | Fall / Autumn Session |
|------------------------------------------------------|-----------------------|
| Mailing, Test, Interview and Enrollment Finalization | August                |
| Study Period                                         | September to December |
| Examination (Conduct)                                | January               |
| Result Declaration                                   | January               |

ISU offers admissions for BBA through two possible intakes, e.g., the **fall session** (September-January) and the **spring session** (February-June) each year. Admission will be offered to all those who meet the merit or self-finance admission criteria, irrespective of their race, religion, gender, ethnicity, or socio-economic background. There are no reserved or quota seats for any category at ISU. No effort will be made to fill all available seats or lower the criteria if an insufficient number of candidates apply or an individual candidate fails to satisfy the above criteria.

### i. Process and Resources for Academic Activities (Learning and Teaching)

- a) Semester-wise Courses with credit hours (as per HEC and accreditation body standards, including non-credit or zero credit, and each course with a code)
- b) Research and Development Project (with credit hours).
- c) Suggested subject-wise scheme of studies (given in a separate file with details).
- d) Faculty Assessment:
  - a. Teaching faculty with qualifications and backgrounds

## Bachelor of Business Administration Program Scheme

- b. Research
- e) Instructional Strategies (Teaching Methods)
  - a. General instructional approaches
  - b. Specific instructional strategies (which could be for specific courses or themes of learning across courses)
  - c. Learning Environment
    - i. Physical environment
    - ii. Social and interactive environment
    - iii. Learning support equipment and devices, including ICT
    - iv. Any other component or part of the environment that is significant for learning
- f) Assessment and Evaluation (described in consistency with ISU policies and regulations)
  - a. Formative assessment strategies
  - b. Summative Assessment Strategies
    - i. Internal Assessment (by course teacher, including Projects, Quizzes, Exams, Assignments, etc.)
    - ii. Terminal Assessments and Exams
- g) Program Resources
  - a. For teachers
    - i. Books, Articles, and other print material
    - ii. Online Resources
    - iii. Teaching Aids and materials
    - iv. ICT resources
  - b. For Students
    - i. Library resources
    - ii. Out-of-library print resources (Books, articles, and other print material)
    - iii. Online resources
    - iv. Learning aids and equipment, including ICT resources
- h) Program Evaluation
  - a. Program evaluation tool (consistent with contents, goals, and course objectives)
  - b. Suggested timeline and duration of the evaluation.
- I) Other miscellaneous heads

## Study Design (please refer to a separate, detailed file of the study scheme and syllabus)

### Semester: 1<sup>st</sup>

| COURSE CODE        | COURSE TITLE                           | CREDIT HOURS |
|--------------------|----------------------------------------|--------------|
| ENG-101            | Freshman English - I                   | 03           |
| MGT-150            | Contemporary Business World            | 03           |
| ECO-110            | Microeconomics                         | 03           |
| MIS-151            | Introduction to Computing              | 03           |
| QTM-101            | Business Mathematics – I               | 03           |
| HUM-101            | Islamic Socioeconomic Studies / Ethics | 03           |
| Total Credit Hours |                                        | 18           |

### Semester: 2<sup>nd</sup>

| COURSE CODE        | COURSE TITLE              | CREDIT HOURS |
|--------------------|---------------------------|--------------|
| ENG-102            | Freshman English - II     | 03           |
| ECO-121            | Macroeconomics            | 03           |
| QTM-110            | Business Statistics – I   | 03           |
| MKT-130            | Introduction to Marketing | 03           |
| QTM-120            | Business Mathematics – II | 03           |
| ACC-110            | Financial Accounting - I  | 03           |
| Total Credit Hours |                           | 18           |

### Semester: 3<sup>rd</sup>

| COURSE CODE        | COURSE TITLE                                                       | CREDIT HOURS |
|--------------------|--------------------------------------------------------------------|--------------|
| ENG-203            | Oral Communication                                                 | 03           |
| HUM-201            | Introduction to Logic and Human Behavior                           | 03           |
| ACC-221            | Financial AccountingII                                             | 03           |
| BUS-204            | Statistical Inference and Quantitative Research (econometrics lab) | 03           |
| FIN-210            | Introduction to Finance                                            | 03           |
| MGT-251            | Introduction to Management                                         | 03           |
| Total Credit Hours |                                                                    | 18           |

### Semester: 4<sup>th</sup>

| COURSE CODE        | COURSE TITLE                       | CREDIT HOURS |
|--------------------|------------------------------------|--------------|
| ENG-214            | Business Communication             | 03           |
| ACC-222            | Cost Accounting                    | 03           |
| MGT-252            | Organization Theory and Behavior   | 03           |
| LAW-101            | Business and Corporate Law         | 03           |
| MKT-231            | Marketing Management               | 03           |
| FIN-220            | Financial Institutions and Markets | 03           |
| Total Credit Hours |                                    | 18           |

### Semester: 5<sup>th</sup>

| COURSE CODE        | COURSE TITLE              | CREDIT HOURS |
|--------------------|---------------------------|--------------|
| MGT-353            | Operations Management     | 03           |
| ACC-303            | Managerial Accounting     | 03           |
| HRM-360            | Human Resource Management | 03           |
| FIN-321            | Financial Management      | 03           |
| MKT-332            | Consumer Behavior         | 03           |
| MGT-354            | International Business    | 03           |
| Total Credit Hours |                           | 18           |

### Semester: 6<sup>th</sup>

| COURSE CODE        | COURSE TITLE                            | CREDIT HOURS |
|--------------------|-----------------------------------------|--------------|
| MGT-355            | Agri-Business and Entrepreneurship      | 03           |
| ECO-310            | Managerial Economics                    | 03           |
| HUM-302            | Business Ethics and CSR                 | 03           |
| HUM-303            | Pakistan and geopolitical studies       | 03           |
| SCM-380            | Fundamentals of Supply Chain Management | 03           |
|                    | Specialization Elective – I             | 03           |
| Total Credit Hours |                                         | 18           |



## Study Design (please refer to a separate, detailed file of the study scheme and syllabus)

### Semester: 7<sup>th</sup>

| COURSE CODE        | COURSE TITLE                    | CREDIT HOURS |
|--------------------|---------------------------------|--------------|
| RMT -491           | Research Methods and Techniques | 03           |
| MGT -456           | Analysis of Pakistan's Industry | 03           |
| FYP -499           | Final Year Project              | 03           |
|                    | Specialization Elective – II    | 03           |
|                    | Specialization Elective – III   | 03           |
| Total Credit Hours |                                 | 15           |

### Semester: 8<sup>th</sup>

| COURSE CODE        | COURSE TITLE                   | CREDIT HOURS |
|--------------------|--------------------------------|--------------|
| MGT -457           | Project Management             | 03           |
| MGT -458           | E-Commerce                     | 03           |
|                    | Specialization Elective – IV   | 03           |
|                    | Specialization Elective – V    | 03           |
| FYP -499           | Final Year Project (Viva Voce) | 03           |
| Total Credit Hours |                                | 15           |

## LIST OF ELECTIVE COURSES:

### A. FINANCE

| COURSE CODE | COURSE TITLE                                 | CREDIT HOURS |
|-------------|----------------------------------------------|--------------|
| FIN-410     | Financial Reporting & Analysis               | 03           |
| FIN-411     | Investment Analysis and Portfolio Management | 03           |
| FIN-412     | Corporate Finance                            | 03           |
| FIN-413     | Financial Risk Management                    | 03           |
| FIN-414     | Financial Derivatives and Securities         | 03           |
| FIN-415     | Behavioral Finance                           | 03           |
| FIN-416     | Mergers and Acquisitions                     | 03           |
| FIN-417     | Islamic Banking and Finance                  | 03           |
| FIN-418     | Hedge Funds and Alternative Investment       | 03           |
| FIN-419     | Financial Modelling and Valuation            | 03           |

### B. MARKETING

| COURSE CODE | COURSE TITLE                                | CREDIT HOURS |
|-------------|---------------------------------------------|--------------|
| MKT - 433   | Brand management                            | 03           |
| MKT - 434   | Consumer Behaviour and Marketing Research   | 03           |
| MKT -435    | Digital Marketing and Social Media Strategy | 03           |
| MKT - 436   | Advertising and Promotion Management        | 03           |
| MKT - 437   | Sales Management                            | 03           |
| MKT - 438   | Integral Marketing Communications           | 03           |
| MKT - 439   | Retail Management                           | 03           |
| MKT - 440   | Product Development and Innovation          | 03           |
| MKT - 441   | Marketing Analytics                         | 03           |

**Study Design** (please refer to a separate, detailed file of the study scheme and syllabus)

## LIST OF ELECTIVE COURSES:

### C. AGRI-BUSINESS

| COURSE CODE | COURSE TITLE                                  | CREDIT HOURS |
|-------------|-----------------------------------------------|--------------|
| AGR -443    | Agriculture Economics                         | 03           |
| AGR -444    | Agriculture product development and marketing | 03           |
| AGR -445    | Cooperative Farm Management                   | 03           |
| AGR -446    | Specialized Human Capital in Agriculture      | 03           |
| AGR -447    | Agricultural Knowledge and Technology         | 03           |
| AGR -448    | Research Issues in Agriculture Marketing      | 03           |

### D. MANAGEMENT

| COURSE CODE | COURSE TITLE                           | CREDIT HOURS |
|-------------|----------------------------------------|--------------|
| MGT-459     | Total Quality Management               | 03           |
| MGT-460     | Performance Management                 | 03           |
| MGT-461     | Knowledge Management                   | 03           |
| MGT-462     | Change Management                      | 03           |
| MGT-463     | Crisis and Response Management         | 03           |
| MGT-464     | Comparative Management                 | 03           |
| MGT-465     | Physical Security and Risk Management  | 03           |
| MGT-466     | Asset Management                       | 03           |
| MGT-467     | Small and Medium Enterprise Management | 03           |
| MGT-468     | Healthcare Services Management         | 03           |

### E. HUMAN RESOURCE MANAGEMENT

| COURSE CODE | COURSE TITLE                               | CREDIT HOURS |
|-------------|--------------------------------------------|--------------|
| HRM -461    | Talent Management and Employee Development | 03           |
| HRM -462    | Compensation and Reward Management         | 03           |
| HRM -463    | Labor Laws and Employee Relations          | 03           |
| HRM -464    | Human resource Evaluation                  | 03           |
| HRM -465    | Human Capital Development                  | 03           |
| HRM -466    | Employee engagement and Motivation         | 03           |
| HRM -467    | Conflict and Negotiation Management        | 03           |
| HRM -468    | Cross Cultural Human Resource Management   | 03           |

### F. SUPPLY CHAIN MANAGEMENT

| COURSE CODE | COURSE TITLE                                   | CREDIT HOURS |
|-------------|------------------------------------------------|--------------|
| SCM-481     | Supply Chain Strategy and Design               | 03           |
| SCM-482     | Logistics and Transportation Management        | 03           |
| SCM-483     | Outsourcing                                    | 03           |
| SCM-484     | Demand Forecasting and Inventory Management    | 03           |
| SCM-485     | Warehouse management and Distribution Networks | 03           |
| SCM-486     | Sales & Distribution Management                | 03           |
| SCM-487     | Sustainable Supply Chain Practices             | 03           |
| SCM-488     | Procurement                                    | 03           |
| SCM-489     | E-Commerce and Supply Chain Technologies       | 03           |
| SCM-490     | Risk Management in Supply Chains               | 03           |

## ELIGIBILITY CRITERIA

- A minimum overall score of 50% in science group of secondary school certificate or equivalent in Pakistan.
- British O-Level certificate with biology, chemistry, math and physics the score should be over 60%
- A minimum overall score of 50% in Pre-Medical group of Higher Secondary School Certification or equivalent in Pakistan.
- British A-Level Certification with Biology, Chemistry and Physics. The score should be over 60% (Pre-Medical) in the IBCC Equivalence.

## FEE STRUCTURE

|                                       |                 |
|---------------------------------------|-----------------|
| Prospectus Fee                        | 2,000/-         |
| Admission Fee                         | 25,000/-        |
| Tuition Fees / Semester               | 30,000/-        |
| Library Fee / CoCurricular Activities | 10,000/-        |
| Enrolment Fee                         | 5,000/-         |
| University Charges                    | 10,000/-        |
| <b>Total at the time of Admission</b> | <b>82,000/-</b> |

## OPTIONAL FEE

|                                            |                           |
|--------------------------------------------|---------------------------|
| Hostel Charges                             | 100,000/-                 |
| <b>Transport Charges</b>                   |                           |
| 1. From Hyderabad to College (Daily Point) | @Actual                   |
| 2. From City to College (Daily Point)      | 4,000/- or 48000/per year |

**All University charges and levy by the Govt. or Tax Dept. e.g. enrollment, exam, is to be paid by the student.**

## **DRESS CODE FOR STUDENTS OF MUHAMMAD MEDICAL, DENTAL COLLEGE PHYSIOTHERAPY & BUSINESS ADMINISTRATION DEPARTMENT**

- It is obligatory to cover entire body and clothes should conceal the body adequately.
- They should impart dignity and good looks.
- Shorts, cut off, torn jeans exposing skin, T shirts with messages of any kind is prohibited for Male students
- Female students can only wear jeans with knee-length shirts and must avoid transparent materials and short lengths for sleeves.
- A dupatta/scarf is compulsory with all dresses.
- Lab coat is mandatory for students.
- The purpose of the dress code is to maintain good morale, respect, cultural and national values.
- Idea behind the institution's dress code policy is to instil discipline among students, uphold the decorum of the institution and to follow societal and cultural norms of Pakistan.
- Wearing mask is mandatory for all students until this condition is officially lifted by the college.
- The following are not allowed:
  - Extreme hair styles
  - Revealing clothes
  - Visible body parts
  - Body and face jewelry (except small ear studs, necklace and simple ring)
  - Untidy dress
  - Slippers

**COLLEGE & HOSTELS RULES & REGULATIONS**

All students of Muhammad Medical and Dental College are to carefully read the rules and abide by the rules as envisaged in the prospectus, college notification, students' guide and their modifications as and when issued. Violation of these rules is tantamount to breaching college discipline. The case as maybe, will be investigated by designated inquiry committee and forwarded if needed to Disciplinary Committee for further action. The recommendations will be forwarded to the Principal/Dean of MMDC for necessary further action.

**ACADEMIC REGULATIONS**

Mandatory compliance is expected of the rules and regulations vide: All fines imposed and disciplinary actions taken will be mentioned on college leaving certificate

**DISCIPLINARY REGULATIONS**

- The student must display their identification cards at all times while in college premises and hospital
- Students must maintain the decorum of the college by displaying decent and respectable behavior
- Students are not allowed to move aimlessly within college premises
- Students must be punctual at any specified college activity
- Ragging is strictly prohibited. Anyone found guilty will be imposed with a heavy fine and other disciplinary actions including rustication/ expulsion from college/ hostel.
- The students should wear white coat and their I.D tags all the time during academic hours
- The appearance and dress code must be in accordance with the accepted norms and dignity of profession. Please read the dress code for more information.
- Pasting/ hanging posters, graffiti and promotion material of any kind is prohibited

- The Management & Staff will not be responsible for personal belongings.
- Any type of political activity, demonstration, protest and procession are strictly prohibited. Offenders/ abettors will be expelled from college
- Any damage whatsoever caused by the student will be recovered/ repaired 'as per actual' from him/ her. A fine may also be imposed
- All students must provide their and parents' /guardians' correct mailing address e.g., phone numbers and emails. Any falsification in this regard will be considered as breach of discipline and any loss to college consequently, will be recovered from student in addition to fine
- Use of Alcohol and drugs and keeping of arms and ammunition of any and all types are strictly prohibited. Offender will be expelled from college
- Falsification/ abuse of college record/ data shall be considered as a serious offence, resulting in strict disciplinary action
- Any misconduct/ negligence on the part of student which endangers the life, health and safety of other students and/ or staff or brings disrepute to college shall be considered as a serious offence and will be punished accordingly
- Violation of morals, such as use of indecent language, inappropriate remarks and gestures, abusive quarrelling, fighting and insolence towards fellow students, faculty or staff
- Impersonation of any academic, financial or otherwise gain shall be considered a serious offence and will be punished accordingly
- Theft and fraud will bring severe punitive action on offender
- Any intimidation/ harassment on the reasons of age, gender, race, disability or religious belief shall result in expulsion from college
- College, Hostel & Hospital premises are strictly 'NO SMOKING ZONE.' Non-compliance in this regard will

result in fine of Rs.1000/- and warning. The parents will also be intimated. On next violation, rustication of students will result. Third violation will result in expulsion from college.

- Any kind of press conference, interview, writing articles etc. in media (print and electronic) are strictly prohibited violation shall be seriously punished
- Parking of vehicles of students outside the designated area is not allowed.
- No profession is superior then others. Any kind of criticism to other professional field is not allowed if complaint revived the culprit will be punished.
- Any kind of harassment to girl's students will never be tolerated.

### **HOSTEL REGULATIONS**

- The Hostel accommodation shall be provided only to the Bonafide students of the Colleges under Muhammad Foundation, subject to availability.
- The Warden, after seeking the permission of the Principal, may refuse admission or eject any student if she/he is satisfied that the student is not a desirable person to live in the Hostel.
- The Warden shall allot the room.
- The room is shared by two students. If a student wishes to live alone, he/she may be allowed subject to availability of the room. In that case, the student will need to pay the fee of the whole room. If the students is availing AC then he/she will have to pay double payment of AC.
- Students living in hostels will be provided air conditioners and refrigerators (included in hostel fee). Students must turn off all the electrical equipment & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters etc. in rooms except in designated places.
- Students are not allowed to organize any group activities in their room without permission from the warden or Principal.

- Food will be served only in the designated canteen and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Students are not allowed to use Mobile phones after 10 pm. Cell phones of those at fault will be confiscated.
- Tipping of Wardens, Security Guards, Cleaning staff etc., is not permitted.
- Only the parents and those close relatives mentioned by the parents at the time of admission, are allowed to meet the students. This meeting will take place only in the Visitors' Room of the girls' hostel between: 4:30 p.m. and 7:30 p.m., and only in Boys' Canteen for the male students. Visitors are not allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
- Students should not enter rooms of other students without permission.
- Silence: Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music\loud talking is NOT audible outside the room.
- Any manner of festivities and noise making\celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. However, the Principal may allow a limited scale celebration. That too must be taken in writing.
- Students during their stay in the hostel will be governed by the management rules.
- After college time 03:30pm girls students are not allowed outside the hostel or at canteen.
- Girl's students are not allowed to use ATM after 03:30pm or on weekend days.
- Students should not be involved in unnecessary communication with staff who are not designated



responsibilities.

- All the maintenance work should be done during college time.
- Warden will be responsible to assure water tanks are full in early morning.

**Hostel dues**

- Hostel dues and security deposits as determined by the administration from time to time are payable by the student at the beginning of each year. Late payment shall incur a penalty.
- Hostel dues once paid shall not be refunded.
- Hostel allotment of a student shall stand cancelled, if, he/she fails to pay Hostel dues within specified period, however, he/she may seek re-admission in the Hostel as admissible under the rules.

**Mess / cafeteria / fruit shop**

- Students must pay their dues with the mess/café teria.

**STUDENT HEALTH**

Students falling sick and requiring medical attendance may seek the help of the Warden who will arrange for proper medical attention and treatment. At the time of admission there will be a medical check-up.



HYDERABAD ROAD, RATANABAD MIRPURKHAS 0233821503, 0333-XXXXXXX

## ADMISSION FORM

### PERSONAL INFORMATION (BLOCK LETTERS)

Name:

Father's Name:

Father's Occupation:

Date of Birth:

MALE:

FEMALE:

CNIC No:

Contact #:

Place of Birth:

Address:

### EDUCATIONAL DATA

|               |      |  |                |  |       |  |
|---------------|------|--|----------------|--|-------|--|
| MATRICULATION | YEAR |  | MARKS OBTAINED |  | GRADE |  |
| INTERMEDIATE  | YEAR |  | MARKS OBTAINED |  | GRADE |  |

SIGNATURE OF STUDENT

SIGNATURE OF PARENTS

SIGNATURE OF DIRECTOR

## UNDERTAKING

1. I Mr./Miss \_\_\_\_\_ S/O, D/O

Solemnly declare that all the particular mentioned in the application form are TRUE and CORRECT and I fully understand that if any of the statement made in the application is found to be incorrect or any document produced with this form is found false/fake/fabricated, I would be liable to refusal for admission to Muhammad Medical & Dental College Mirpurkhas, if otherwise eligible for admission and admitted, would be liable to be expelled from the institution at any time during the course of my studies in which case all fee and other dues paid by me to institution shall be forfeited and shall be debarred from admission for a period of 07 years besides institution of any action under law including criminal proceeding against me.

2. I also solemnly declare that, if admitted, I will abide by the discipline, rules, and regulation of the institution as enforced at present and made from time to time by the institution authorities in future. I will concern myself only with the academic activities and such extracurricular activities, which are allowed by the institution for the healthy growth of body and mind. I undertake that I will not take part in any political activity or agitation and i will not become a member of any student wing of political, sectarian or caste- based parties of Pakistan. in matters of discipline, the decision of the head of the institution will be final and binding on me and I will not challenge that decision in any court of law in the country I will be regular is paying institution dues and will be punctual in attending any classes. I will not absent myself from teaching programmers without prior permission of the authority.

3. I undertake that as long as I am a student of Muhammad Medical & Dental College Mirpurkhas I will do nothing either inside or outside the institution, hostel and hospital premises that may interfere with its orderly administration and discipline or may bring the institution or its administration into disrepute. I understand that it is not allowed create or join any group in social media other than those started by admin of Ibn-e Sina University or Muhammad Medical & Dental College. I will not create or join any such group. I also understand and agree that sending an inappropriate messages to others specially to those belonging to opposite gender can result in expulsion/suspension from the college.

4. I understand that in case of failure to join the college or deposit fee by due date, me admission shall stand cancelled automatically.

5. I promise to pay the entire fee within 3 days, of admission and every year, I will pay the nest year fee in advance by 15th December. if the new fee payment is delayed beyond 15th December, I understand that a penalty, decided by the Muhammad Medical & Dental College Mirpurkhas, will be levied.

6. I also promise to attend all the classes and take the tests. I understand that failure to attend over 75% of classes may result in my ineligibility to fill the examination form and to take the examination. I also understand that college/University conduct its own tests including weekly "Survive" MCQs test, teaching OSCE, ward test, stags & sub stag etc. and conduct workshops, symposium and seminars. I understand and agree that failure to attend these and perform satisfactorily may result in college/University withholding my annual examination form. I will participate in all modular examination and I understand and agree that non attendance/failure in modular examination will result the college /university withholding my annual examination form.

7. I will abide all the rules and regulation of the Muhammad Medical & Dental College Mirpurkhas, (mentioned on the prospectus) Pakistan Medical Commission and Liaquat University Medical & Health Sciences Jamshoro.

8. I solemnly declare that if admitted to Muhammad Medical & Dental College Mirpurkhas, I shall submit a wealth statement of either parent's/ guardian equivalent to five years tuition fee, income tax return of either parents/ guardian and shall also submit insurance certificate to ensure the payment of fees for the remaining duration of the course in case demise of parent/guardian.

Signature of father /Guardian \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Father / Guardian Name: \_\_\_\_\_ Name of Applicant \_\_\_\_\_

CNIC NO: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email address: \_\_\_\_\_

Email address: \_\_\_\_\_ Dated: \_\_\_\_\_