



## CONTENTS

<b>S No.</b>	<b>Title</b>	<b>Page</b>
1.	Welcome to CoMS (Vision & Mission Statement)	3
2.	Academic Department	4
3.	Recognized Degree	5
4.	Other Departments of the Institute	5
5.	Academic System	6
6.	Instructional Methods	8
7.	Research Journal	9
8.	Examinations	10
9.	Keys to Academic Success	11
10.	Academic Planning for Professional Life	14
11.	Student Services	15
12.	Additional Sources of Information	16

# **WELCOME TO THE COLLEGE OF MANAGEMENT SCIENCES**

We are inspired by Joseph Schumpeter's characterization of the entrepreneur as a heroic figure, a creative destroyer whose characteristic task is the breaking up and the creation of new traditions. Our mission is to invigorate our faculty and our students with the entrepreneurial spirit necessary for breaking up old traditions and the creation of new ones. Continuous innovation and change is our motto. We are continually striving to improve and develop.

Our business programs now have the distinction of taking the lead in incorporating the "entrepreneurship experience" as an integral part of the curriculum. Students joining the business degree programs, especially BBA and MBA programs automatically become part of the process that provides the "entrepreneurship experience" through a business startup in groups. Students have the opportunity to put their creativity to work through the assigned project work, making students apply theoretical knowledge they gather during the class lectures. Strategically designed courses in successive semesters motivate the students and help them in conceiving the idea, planning, financing, marketing and managing the startup business venture. Each group that exhibits the potential, is assigned a project to setup an enterprise during their stay at the Institute.

We expect that our students will work as a team to build the reputation of the institution and the College of Management Sciences.

Good Luck!

Faculty and Staff  
College of Management Sciences  
PAF-KIET

## **VISION STATEMENT OF COLLEGE OF MANAGEMENT SCIENCES**

Our vision is to be one of the leading institutions in the higher business education by employing creative measures to build students' skills and capacities.

## **MISSION STATEMENT OF COLLEGE OF MANAGEMENT SCIENCES**

Our mission is to invigorate our faculty and our students with the entrepreneurial spirit necessary for breaking up of old traditions and the creation of new ones. Continuous innovation and change is our motto. We are continuously striving to improve and develop. We are willing to experiment and innovate; we are ready to take risks and manage the results of our actions.

## Academic Department

### Academic Department

- Director College of Management Sciences manages the overall execution of the programs of morning and evening/weekend --- academically and administratively that are offered at the Main Campus and the city centers that are the extension of the Main Campus. The Director of the College of Management Sciences (CoMS) is supported by the five Head of Departments (Area Specialists), namely HoD Marketing, HoD Finance and HoD HRM, HoD Management and HoD Economics for academic issues and faculty selection. The faculty, academic staff and other staff also support in the academic and administrative work.
- Director CoMS also supports various other functions, like education seminars and project exhibitions, management of the student societies.
- Students studying in various programs are advised to maintain a close contact with the respective designated Counselors and Program Managers for academic counseling and administrative issues.
- The College of Management Sciences has resolution of an open door policy for all students giving them access to the College Director, when required, for any academic or administrative issues. However, the Counselors and Program Managers should also be aware of the issues being forwarded to the Director by the staff or by the students themselves.
- Permanent Faculty members have designated time slots for students where they are available without any prior appointment for students queries.
- Program Manager and other academic staff (officers) are available at each center/campus to help students with their queries. The College believes in the open door policy where students are not required to take prior approval to meet an academic staff member for guidance and consultation.

## Recognized Degree

- KIET received recognition by the Higher Education Commission (formerly named as UGC) vide letter no. 15-22/UGC- SEC/97/1219/ dated August 1, 1998. KIET was awarded a degree granted status through a charter from Government of Sindh (CIEC) on May 24, 2000.
- Accreditation received from National Business Education Accreditation Council (NBEAC).
- High Academic Quality Rating of College of Management Sciences by Sindh Govt.(CIEC).

## Other Departments of the Institute

### **Finance and Accounts Services**

All payments are made in the Finance and Accounts Department (FAD). A student window provides assistance and responds to all queries.

### **Registration & Examination Department**

Office of the Registration & Examination handles changes in registration, name and address changes, grade reports, and transcripts. The office also enrolls students at the institute, issues degrees and grade transcripts.

### **Library at the Institute**

Central library houses more than 16000 books and subscribes to over 50 journals. Students can borrow materials from the library with their student library cards. In addition, the College of Management Sciences (CoMS) subscribed to international database called EBSCO for faculty and students to accommodate research related activities.

### **Corporate Services and Industrial Liaison**

The College of Management Sciences arranges and accommodates services like:

- Event management (conferences, seminars, exhibitions),
- Support Guest speakers support if requested by Colleges,
- Help students directly in writing resumes, covering letters and improve interview skills. (Part of the curriculum also)

In addition, the department of Corporate Relations provides services and receives support from the College (CoMS) for:

- Career counseling, placement assistance, internship assignments,

### **Management Information Systems Department (MIS)**

Maintains the Institute's databases. It offers all students the opportunity to get user ID and password. With the database access, students are facilitated in self-registration, updating their personal data, viewing their attendance status, results etc.

### **Admissions Office**

The admission office is responsible for admission-related issues. It also evaluates and allows transfer of academic credits of the enrolled students, whether obtained in the other colleges of PAF-KIET or other universities.

### **KIET Students Societies in Management Sciences**

The institute has a large number of extracurricular available for students. This includes becoming members of professional associations / societies in various academic departments and outside. It supports an array of social, educational and cultural activities on the campus.

# Academic System

## The Semester System

The academic year at College of Management Sciences is composed of two regular semesters of 16 weeks. In addition, there is a summer semester of about 8 weeks, offered to students following HEC (Higher Education Commission) conditions.

## Academic Counseling

Teachers, especially HODs and counselors, may be considered as mentors who may be contacted to plan specific program of studies. However, designated academic counselors from the faculty body are assigned for providing counseling to students in every semester.

## Faculty Board

1. A Faculty Board comprising Dean Academics, Director CoMS, and respective HODs (Area Specialists) is held regularly in every semester (Fall and Spring) to take decisions on **Academic related issues**
2. Students continuously failing to avoid conditions for **'Probation'** (GPA **less than 2.00**) shall appear before the members of the Faculty Board.
3. Student with CGPA **less than 2.00 at the end of 4<sup>th</sup> semester can be** considered for **Academic Dismissal** by the Faculty Board.

## Academic Probation and Dismissal

A student must maintain a minimum GPA or CGPA of 2.00 to avoid **'Probation'**. Poor grades may lead to eventual dismissal.

## Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)

Grade Point Average (GPA) is calculated on the basis of course load in a semester for which a letter grade is given, whereas, Cumulative Grade Point Average (CGPA) is calculated on the basis of all coursework undertaken at PAF-KIET for which also a letter grade is given. (The symbols R and W are not considered in calculating the grade point average).

## Academic Warning

GPA for 'Academic Warning'	Student Status
Less than 2.0	Watch list

## Academic Probation

GPA for 'Academic Probation'	Student Status
Less than 2.0 after warning received	Probation

## Academic Dismissal

CGPA for 'Academic Dismissal'	Student Status
Less than 2.00 at the end of 4th semester	Academic Dismissal

## Restrictions on Students having 'Academic Probation':

1. Students on Academic Probation cannot take more than **09 credit hours** course load without the permission from the Dean and the Director College of Management Sciences.
2. Students on Academic Probation are not eligible for registration through Self-Registration System (SRS).
3. Student on Academic Probation cannot hold office in any society or organization; represent PAF-KIET at any official or social event without permission of the Director College of Management Sciences

# Academic System

## Course Registration

Students should preferably seek registration in the particular set of courses offered by the Department through the Self Registration System (SRS). Any deviation has to be approved by the students Counselors in advance.

## Course Numbering System

All courses are usually identified by three letters followed by three digits (numbers). The letters are abbreviation of the area and the number identifies the seniority of course.

List of these abbreviations is as follows:

ACT:	Accounting
COM:	Communication
ECO:	Economics
FIN:	Finance
MAN:	Management
MKT:	Marketing
QT:	Quantitative
SS:	Social Sciences

## Marks Distribution for Grading

Teachers at the Institute generally use fixed grading scale with the maximum allocation of 100 points representing 100% for a course. Generally midterm is assigned 25% points, final examination that is comprehensive is assigned 40% points. A group oriented industry based projects in the core business courses are assigned 25 points including the presentation points in front of the faculty member or the external evaluator from the industry or both. Assignments/quizzes/in-class activities are given 10% points. A faculty member has the right to modify this grading scheme but with prior approval from HoD (Area Specialist) and the Director of the College.

## Grading System

The letter grade assigned in a course has a numeric equivalent:

Grade	Grade Points	
A	4	Superior
B <sup>+</sup>	3.5	Very Good
B	3	Good
C <sup>+</sup>	2.5	Average
C	2	Below Average
F	0	Fail

A student must earn an "A", "B<sup>+</sup>" or a "B" in order to have what are generally considered "good grades." If a student earns only a "C<sup>+</sup>" or a "C" his grade is considered marginal and his grade point average (GPA) is poor. .

PAF-KIET follows *Absolute Grading* System with maximum GPA 4.00. Following is the grading scheme:

4.0 →A	87 – 100
3.5 →B <sup>+</sup>	78 – 86
3.0 →B	72 – 77
2.5 →C <sup>+</sup>	66 – 71
2.0 →C	60 – 65
(Fail) F	Less than-60

## Grade Point Average (GPA)

A student's grade-point average (GPA) is calculated by dividing the number of credits earned into the number of grade points earned in a semester. The "cumulative GPA" (CGPA) is the GPA a student has earned for all courses undertaken over the entire duration of a program of studies.

## General Information

'*Course Outline Sheet*', is provided to students in the first week. Course outline has the course name on the top and highlights the course objectives, topics to be covered in each class session, the main text book, reference books if any that is recommended for the course and by the faculty, and grading scheme. Students are also provided '*Student Assessment Information Sheet*' to assess the class and faculty during the semester and the information is recorded in the database for consultation and record.

Students are encouraged to participate in the class. Instructors promote and support discussion making them overcome shyness to express themselves verbally. The Institute has the policy of enforcing the students' overall preparedness. It is enforced through pop quizzes, tests and class participation.

## Instructional Methods

### Teaching Components:

- a) Lectures
- b) Tutorials / In-Class Exercises
- c) Discussion on Case Studies
- d) Seminars and Presentations
- e) Laboratory Work
- f) Course Project
- g) Term Papers

The Institute encourages a policy of flexibility in methods of instructions. Teachers use white boards, multimedia or class discussion to communicate.

'*Lecture Plan/Course Outline*' is prepared meticulously and includes session wise breakup spread over specified sessions.

The number and marks distribution of Mid-Term Tests, Quizzes, Assignments, Course Project, Term Paper and Final Examination etc are clearly specified in 'Course Outline' as per policy and are given to the students.

- i) Assignments, projects and presentations are frequently given and students are encouraged to refer to reference books, journals and web resources. The original work of the students is encouraged.
- ii) Course projects are assigned to maintain a balance in students' workload in the entire semester.
- iii) Generally, the book (s) referred as textbook for the course is affordable and available in the market.
- iv) Students are exposed to the provisional result of at least marks (50%) before the final exam. All assessed components (except the final exam) are graded and displayed on the notice board before the start of final exams. The system is transparent and precludes correction at a later stage.
- v) In order to develop students' communication skills in English, it has been declared as the official language of communication during lecturing, classroom activities and all other formal and informal occasions.

### Attendance Rules

Attendance rule is strictly enforced. Class attendance is normally taken within the first 15 minutes of the session. Students shall be dropped from the course and will not be allowed to appear in the final exams if the absences in a semester exceed 20% of the lectures planned for the course. After drop from the course, a student will not be allowed to sit in the class and the registration in that course shall be canceled.



### Course Drop Criteria

<b>Theory Credit Hours</b>	<b>No of Sessions</b>	<b>Percentage of Absences Condoned</b>	<b>No of Absences Condoned</b>	<b>Drop from Course Automatically at</b>
3	30	20%	6	7 <sup>th</sup> Absence
<b>Lab Credit Hours</b>	<b>No of Sessions</b>	<b>Percentage of Absence Condoned</b>	<b>No of Absence Condoned</b>	<b>Drop form Course Automatically at</b>
0-1	30	20%	6	7 <sup>th</sup> Absence

**Note:**

**The College (CoMS) will not entertain any student application on absenteeism.**

## Research Journal

Market Forces is an academic research journal published by the College of Management Sciences. This is an open source journal which is internationally indexed by the Directory of Open Access Journals (DOAJ), Sweden. The journal is in its tenth year of publication and is published bi-annually. Market Forces has an international advisory board with academics and professionals both from home and abroad. The contents of the journal include research papers, case studies, book reviews, policy papers and conference reports. Market Forces has received wide acclaim from academic and research circles in Pakistan and internationally.

# Examinations

## General Information

- a. **Midterm:** Midterm and Final examination will be held in all semesters.
- b. **Duration of Exams:** Midterm (2 hours) / Final (3 hrs)
- c. **Marks:** 25 marks (midterm)/ 40 marks (Final).
- d. **Type of paper:** As per policy guidelines.
- e. **Schedules:** Midterm and final examination shall be held on announced dates. Normally one midterm exam / one final exam paper will be scheduled on a day.
- f. **Makeup:** There shall be no make-up exam for any assessed component except for the policy prescribed by the Examination Department.

**Distribution of Marks:** In accordance with the general grading scheme described in the previous section and provided on the course outline for each student in a course. It is the policy of the institute that the marks at the discretion of the teacher are kept to a minimum and the marks obtained by the students reflect their actual academic performances.

## Note:

- ▶ The results of all quizzes/ assignments/ exams are entered into the database (MIS).
- ▶ All quizzes, assignments are given back to the students after checking and midterm exams are discussed between faculty and the student in the classroom. Final exam can be asked for scrutiny by a student if unsatisfied by the final exam's grading by the faculty. If asked for scrutiny, the final exam will be rechecked by another faculty and the marks of the scrutinized paper shall be considered for the final grade.

## Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, or collusion. Any or all these methods may result in serious penalties and even academic dismissal from the Institute.

(Cheating means getting help that a student is not supposed to get on an assignment, quiz, or examination. Plagiarism refers specifically to the practice of copying from a book or other publication and not acknowledging the material used. Collusion is collaborating with another person without proper authorization when preparing an assignment).

## Use of Unfair Means: Cheating/Plagiarism

- ▶ Use of unfair means is considered a very serious offense. Students can be rusticated, suspended, demoted or expelled from the institute.
- ▶ Cases of cheating or plagiarism are referred to Examination Disciplinary Committee that investigates the matter and recommend necessary action(s) to President PAF-KIET.
- ▶ **Carrying of mobile phones and any other communication device is strictly prohibited in the examination rooms and, if found, same shall be confiscated**
- ▶ No student shall be allowed to sit in the examination, 10- minutes after start of examination.
- ▶ No student shall be allowed to leave examinations room, earlier than 40-minutes in the midterm exam and 60 minutes in the final examination after the commencement of the paper.
- ▶ Students may consult the Plagiarism policy for detail policy.

# Keys to Academic Success

## Understand the System

- The semester academic system differs from all others systems. To succeed in it, you need to learn how it is organized and how it works!
- In the semester system, the best student is the one with the highest cumulative grade point average.
- Academic success in the semester system requires consistent, disciplined study for all projects, assignments, examinations, and courses.
- Period of adjustment to a new educational system may be necessary before you are able to perform to the best of your ability.
- The lesser the time taken to understand the system the better the chance of good CGPA.

## Course selection

- **Add / Drop Procedures:** You should be familiar with the "pass-fail" grades and the procedures for dropping and adding courses
- **Number of Courses:** Divide your effort equally and time according to your abilities and understanding of a course.
- **Consulting:** Do not hesitate to consult faculty and academic staff on academic matters.

## Work hard from the beginning

- **Don't Wait Till The End:** It is generally not possible in the semester system to wait till the end of the semester to study
- **No Respite Throughout the Semester:** If you do not begin studying on the first day of classes, you are likely to get behind and experience academic difficulty as grades are based on a series of tests, papers, presentations, and projects instead of one final exam, a system you may have been accustomed previously.

## Interact with the teachers

- Teachers expect students to ask questions in class or immediately following class
- Most teachers appreciate students who raise questions or challenges in the class, showing interest in the subject.

## Ask Questions

- If a student feels unsure of what is expected to have been learnt in the class, ask the teacher. If you do not ask, it will be assumed that you understand everything or that you are not interested

# Keys to Academic Success

## Study Strategies, Motivation, and Time Management

- **Remember** that the semester system rewards students who can:
  - study a large amount of material concerning a broad range of subjects
  - synthesize material from many sources
  - take examinations effectively

These activities require skills that can be learned

## Study Skills

- Organizing Your Time
  - You will have a large amount of work to do in a limited amount of time. In this situation, you need to use your time effectively
  - A good way to do that is to make a weekly study schedule. Allocate specified periods of time each day for studying

Note: A general rule is that the student will need to spend at least two hours studying for each one hour spent in class

## Reading Effectively

- Looking at the length of the reading lists, you will realize that it is not possible to memorize all of your reading materials for the semester, or even to study them in reasonable depth.
- You are expected to *familiarize yourself only with the main points* from each reading and be able to relate what one writer has said to what another writer has said on the same matter.
- To draw main points from a large number of readings, here are some things you can do:
  - Skim - "Skimming" means looking over a reading quickly
  - Read - Go over the material again
  - Questions - Rather than passively accepting what the writer has written, ask yourself questions
  - Review - Skim it again. Look at your notes again. Try to retain the main points

## Deriving as Much as Possible from Classes

- Attendance and participation in classes is an important part of the semester system
  - Read in advance
  - Take notes
  - Review
  - Do not be discouraged
  - Keep trying

# Keys to Academic Success

## Coping with Quizzes and Examinations

- Keep up to date on your studies
- Schedule time to review
- Rest before the test
- Read test instructions carefully
- Schedule your time

## Credits

- The quantity of academic work a student does in semester system is measured in "credits"
- The number of credits depends on the number of hours per week a course has
- The student who has achieved a passing grade in a course has earned three/ two/ one credits.
- In order to graduate a student must earn a specified number of credits and a minimum prescribed CGPA.

## Grade Point Average (GPA)

- **GPA Calculation:** The grade-point average (GPA) is calculated by dividing the number of credits earned into the number of grade points earned
- **GPA Deficiency:** A student has a grade point deficiency when the total number of grade points earned is less than twice the total number of semester hours attempted

## Time Management Strategy

- **Task-by-Task:** Works on tasks in order of priority and as time is available
- **Goal-setting:** A task is broken into sections each having a specific deadline
- **Agenda:** An organized plan of tasks needing completion, a to do list

### Important

- Students have to realize that differences exist between the semester and other educational systems
- A student will have to adjust his/her thinking if he/she is going to succeed academically
- Whether or not a student personally accepts the values of semester system, he/she will have to act in accordance with them while studying in a semester system

## Graduation Requirements

On meeting the following requirements, a student becomes eligible for the award of degree:

- Earned the total number of credit hours specified for the degree program
- Earned required number of credit hours from different departments or fields of study
- Successful completion of internships
- Success in comprehensive examination (conducted on completion of coursework).
- On completion of coursework, minimum CGPA 2.00 for Bachelors and 2.5 CGPA for the Masters degree programs

# Academic Planning for Professional Life

## **Academic Work**

Take additional courses in management, social sciences, and inter-disciplinary subjects if you can possibly do so. Very frequently, people are placed into administrative positions for which they generally lack academic preparation. Try to anticipate that learn the methods which help you undertake inter-disciplinary topics.

## **Personal Orientation**

Have clear goals for your studies and other activities at College of Management Sciences. The goals might include the idea of preparing for a variety of types of jobs. Cultivate patience and non-judgmental attitude; these two personal characteristics that will help you interact constructively with people whose ideas are different from yours.

## **Extracurricular Activities**

Get leadership and management experience through student organizations, professional associations, participation in voluntary service activities. **Improve your English.** Those who use English well have better opportunities for professional advancement.

## **Profession-Related Activities**

Get practical experience in your field. Through volunteer work, arranged internship, get as much practical experience as you can. Most prospective employers want someone who has practical experience as well as a theoretical understanding of a subject.

Join and participate in professional organizations, on the campus and elsewhere. Ask in your departmental office about professional organizations in your field where students can join.

Attend professional conferences. Seek help of Corporate Service and Industrial Liaison Office.

Establish relationships with fellow professionals. Get acquainted with people in your field of study. Establish relationships "networking" with people who can help you in your professional life.

Build a personal library of books and handbooks that can help you once you graduate and are in employment.

## Student Services

### Office of the Director of the College

- Manages academic support to the students
- Manages current semester and plans for next semester
- Coordination with registrar's office on academic matters
- Coordination for Faculty, Staff, GSSE, Student Societies/Clubs, other colleges

### Office of the Manager Student Support Services

- Conducts Faculty Board every semester
- Accomplishes following tasks in respect of students with CGPA 2.20 and below:
  - ❖ Monitor performance
  - ❖ Determine course load
  - ❖ Registration
  - ❖ Monitor class absences
  - ❖ Maintain performance log
  - ❖ Maintain close liaison with the parents
- Help handle and resolve student issues

### Financial Support

Financial support is available to senior students (with superior academic performance) in the form of grader or teaching assistant. A student can apply through your departmental academic office if you want an assistantship.

### Part-Time Employment

The office of the Director must approve any *on-campus* "student employment". To obtain such an approval, fill out a "Request for Employment Authorization" form available with the Academic Support Office. Within a few days (if an appropriate vacancy exist), a letter will be issued in a sealed envelope for you to take it to the HR department. Students wishing to work *off-campus* must get prior permission for doing so.

### Merit Scholarships

Students with  $\geq 15$  credit hours of course load (except 1<sup>st</sup> semester students) and a strong academic record (i.e. GPA  $\geq 3.5$ ) are eligible for scholarships. The Institute funds these merit scholarships.

### Transport Services

Pick and drop facility at nominal charges is available for the students. The transport services cover all major parts of the city. A free shuttle service is also available between the Main Campus and Korangi Crossing at announced times.

## Additional Sources of Information

### Campus Publications

***Institution Calendar:*** An important general resource related to academics. Published every semester, it includes a planning calendar with a listing of academic events.

***Schedule of Classes:*** A listing of specific course offerings and times they are taught in a given semester in all the three centers (campuses). Published every semester, the *Spring/Summer/Fall Schedule of Classes* for the next semester is generally available near the end of current semester.

***Prospectus:*** Academic and student service information relevant to students. It is published every year.

### Electronic Reference Sources

**World Wide Web**—PAF-KIET's homepage on the Web (<http://www.pafkiet.edu.pk/>) can direct you to departmental Websites as well as many other locations.

### Self-Registration System (SRS)

SRS is liberal database application window for students and the unique online provision for multiple purposes/usages/facilities provided by MIS department. The Web (<http://mis.pafkiet.edu.pk/>) can direct you to access MIS Portal through Database URLs for student's login to:

- ✓ SRS student application window to register courses
- ✓ Student query box for any academic or administrative issue
- ✓ View academic records