MEMORANDUM

To: All Students
From: Executive Director Administration, Admissions & Finance
Subject: Course Registration and Tuition Fee (Fall Semester 2023)
Date: Saturday, August 10, 2023

Fall Semester 2023 is commencing on Saturday, September 9, 2023. Students are requested to register (Add/ Drop) their courses through SELF SERVICE system available at CMS System i.e. “IoBM SMARTZ”. Students are required to follow the schedule mentioned below for registration:

**Online Registration and Add / Drop**
Tuesday, August 22, 2023 (from 3:00 PM onwards)

- All Graduate and Postgraduate Programs

**Online Registration and Add / Drop**
Wednesday, August 23, 2023 (from 3:00 PM onwards)

- All Undergraduate Programs

**Online Registration and Add / Drop**
Thursday, August 24, 2023 (from 3:00 PM onwards)

- All Undergraduate Programs

Registration will remain open till Saturday, September 16, 2023 11:45 PM

**Fee Payment**
- Saturday, August 13, 2022 to Monday, September 05, 2022

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Courses remaining (excluding Spring 2023)</th>
<th>Max. Credit Hours</th>
<th>Program Commenced (on or before)</th>
<th>Minimum Semesters Required (excluding Summers)</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Bachelors Program</td>
<td>4 Years</td>
<td>Last 13 courses</td>
<td>39</td>
<td>Fall 2020</td>
<td>8</td>
<td>2.3 and above</td>
</tr>
<tr>
<td>All Masters after Bachelors Program of 36 credit hours</td>
<td>1.5 Years</td>
<td>Last 08 courses</td>
<td>24</td>
<td>Spring 2023</td>
<td>3</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All Masters after Bachelors Program of 60 credit hours</td>
<td>2 Years</td>
<td>Last 10 courses</td>
<td>30</td>
<td>Fall 2022</td>
<td>4</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekday Programs</td>
<td>2 Years</td>
<td>Last 13 courses</td>
<td>39</td>
<td>Fall 2022</td>
<td>4</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekday Programs</td>
<td>3.5 Years</td>
<td>Last 13 courses</td>
<td>39</td>
<td>Spring 2021</td>
<td>7</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekend/Evening/Specialized Programs</td>
<td>2 Years</td>
<td>Last 12 courses</td>
<td>36</td>
<td>Fall 2022</td>
<td>4</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekend/Evening/Specialized Programs</td>
<td>3.5 Years</td>
<td>Last 12 courses</td>
<td>36</td>
<td>Spring 2021</td>
<td>7</td>
<td>2.8 and above</td>
</tr>
</tbody>
</table>

*Applicable for five to six courses (Rs. 7,000.00 for three to four courses)
**Applicable for one to two courses

Commencement of Classes: Saturday, September 9, 2023
LATE REGISTRATION FEE OF RS. 1000/- (FOR ALL PROGRAMS) WILL BE CHARGED FROM TUESDAY, SEPTEMBER 05, 2023 TO MONDAY, SEPTEMBER 11, 2023

LAST DATE TO DROP COURSES WITHOUT PENALTY THROUGH STUDENT SELF SERVICE ONLY THURSDAY, OCTOBER 19, 2023

LAST DATE TO DROP COURSES WITH PENALTY THROUGH STUDENT SELF SERVICE ONLY THURSDAY, NOVEMBER 09, 2023

PAYMENT OF TUITION FEES

To facilitate our students and their parents, we have made arrangements with our Banker, Standard Chartered Bank to pay fees online/Direct deposit as follows:

Online Payments:

<table>
<thead>
<tr>
<th>ATM</th>
<th>Pay via IBFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>To pay via ATM, follow these steps:</td>
<td>To pay via IBFT, follow these steps:</td>
</tr>
<tr>
<td>a. Enter your PIN</td>
<td>a. Log on the online banking account</td>
</tr>
<tr>
<td>b. Select the 'Fund transfer' option</td>
<td>b. Select the 'Fund Transfer' option</td>
</tr>
<tr>
<td>c. Select the 'To another SCB account'</td>
<td>c. Select SCB as the beneficiary bank</td>
</tr>
<tr>
<td>(if you're using an SCB account)</td>
<td>d. Enter your 16 digits virtual account number as</td>
</tr>
<tr>
<td>d. If using another bank's account,</td>
<td>mentioned below</td>
</tr>
<tr>
<td>select 'Inter-bank transfer' and then SCB</td>
<td></td>
</tr>
<tr>
<td>e. Enter a 16 digits virtual account number as mentioned below</td>
<td></td>
</tr>
<tr>
<td>see example below: 55013000000 _ _ _ _ _ (last five digits of student ID No.)</td>
<td>see example below: 55013000000 _ _ _ _ _ (last five digits of student ID No.)</td>
</tr>
<tr>
<td>f. Enter the fee amount and confirm</td>
<td>e. A beneficiary added successfully message</td>
</tr>
<tr>
<td></td>
<td>should appear</td>
</tr>
<tr>
<td></td>
<td>f. Transfer the fee amount, click Confirm</td>
</tr>
<tr>
<td></td>
<td>a 'Transaction Successful' message should appear on your screen</td>
</tr>
</tbody>
</table>

Cash Deposit:

Please note that candidate will have to use their VIRTUAL ACCOUNT OF 16 DIGITS (as mentioned above) as Beneficiary account in the DEPOSIT SLIP at any Branch of Standard Chartered Bank (ACCOUNT TITLE WOULD BE ‘INSTITUTE OF BUSINESS MANAGEMENT) for payment of Fees in cash

IMPORTANT

Please note that our Banker on our advice has opened Virtual Account of all the registered students. However, virtual account of some students may not have been opened as yet and in such case, students are expected to immediately contact our Finance Department.

UPDATE OF STUDENT ACCOUNT ON NEXT WORKING DAY

Please note that we will receive MIS Report from Bank next working day for online/direct deposit of fees and accordingly account of the student will be updated on the next working day. However, online payment of fees on any Saturday and Sunday will be updated on next working Tuesday or any working day after next Tuesday.

BALANCE CONFIRMATION

Student should check their balances through student portal at IoBM SMARTZ. Please note that the Finance Department will not entertain any phone calls and emails relating to balance confirmation.
Enrollment Instructions:

Keep visiting SMARTZ FAQ page for latest updates related to verification and registration process. 
https://www.iobm.edu.pk/campus/student-centre/student-guide (please refresh before use)

1. Manual Enrollment/Registration cannot be performed; students will enroll / register / add / drop their courses through SELF-SERVICE only on IoBM SMARTZ.

2. Weekday Programs students cannot enroll in courses reserved for weekend programs.

3. All Masters after Bachelors program students can enroll/add maximum 3 courses in a regular semester.

4. Criteria for Maximum Courses:

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Max. courses</th>
<th>Max. Credit Hours</th>
<th>Courses completed (including Spring 2023)</th>
<th>Total courses</th>
<th>Program commenced (on or before)</th>
<th>Minimum semesters required</th>
<th>Minimum CGPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Bachelors Program except BS (CS and IE&amp;M)</td>
<td>4 Years</td>
<td>7</td>
<td>21</td>
<td>41</td>
<td>48</td>
<td>Spring 2020</td>
<td>8</td>
<td>2.3 and above</td>
</tr>
<tr>
<td>BS Computer Science and BS (Industrial Engineering and Management)</td>
<td>4 Years</td>
<td>7</td>
<td>21</td>
<td>39</td>
<td>46</td>
<td>Spring 2020</td>
<td>8</td>
<td>2.3 and above</td>
</tr>
<tr>
<td>All Masters after Bachelors Program of 36 credit hours</td>
<td>1.5 Years</td>
<td>4</td>
<td>12</td>
<td>08</td>
<td>12</td>
<td>Fall 2022</td>
<td>3</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All Masters after Bachelors Program of 60 credit hours</td>
<td>2 Years</td>
<td>5</td>
<td>15</td>
<td>15</td>
<td>20</td>
<td>Spring 2022</td>
<td>4</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekday Programs</td>
<td>2 Years</td>
<td>7</td>
<td>21</td>
<td>17</td>
<td>24</td>
<td>Spring 2022</td>
<td>4</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekday Programs</td>
<td>3.5 Years</td>
<td>7</td>
<td>21</td>
<td>29</td>
<td>36</td>
<td>Fall 2020</td>
<td>7</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekend/Evening/Specialized Programs</td>
<td>2 Years</td>
<td>6</td>
<td>18</td>
<td>18</td>
<td>24</td>
<td>Spring 2022</td>
<td>4</td>
<td>2.8 and above</td>
</tr>
<tr>
<td>All MBA Weekend/Evening/Specialized Programs</td>
<td>3.5 Years</td>
<td>6</td>
<td>18</td>
<td>30</td>
<td>36</td>
<td>Fall 2020</td>
<td>7</td>
<td>2.8 and above</td>
</tr>
</tbody>
</table>

5. Students cannot enroll in advance course if he/she has not appeared or taken pre-requisite course.

6. If a student completes his/her program earlier than the required duration, HEC may not accept/attest his/her educational documents.

7. All students are advised to complete their degree program in **required duration**. Students who do not meet the **minimum years and semesters criteria**, will be required to re-register in at least one course to complete the duration. Students who do not meet the **maximum year's criteria**, will be required to take **re-admission** to meet the requirement.

8. During online registration, if you face any of the following issue, please contact on given emails:

<table>
<thead>
<tr>
<th>Issues</th>
<th>Contact Person / Department</th>
<th>CC to</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For 7 courses - last semester</td>
<td><a href="mailto:humayun.baig@iobm.edu.pk">humayun.baig@iobm.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>• Change of Status from Bachelor to Master Program</td>
<td></td>
<td><a href="mailto:amber.raza@iobm.edu.pk">amber.raza@iobm.edu.pk</a></td>
</tr>
<tr>
<td>• Students with blocked IDs indicator (below CGPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For Semester freeze request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pre-Requisite</td>
<td><a href="mailto:academics@iobm.edu.pk">academics@iobm.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>• Course Schedule and Timings</td>
<td><a href="mailto:masood.hassan@iobm.edu.pk">masood.hassan@iobm.edu.pk</a>, <a href="mailto:abid.ali@iobm.edu.pk">abid.ali@iobm.edu.pk</a>, <a href="mailto:muhammad.jamal@iobm.edu.pk">muhammad.jamal@iobm.edu.pk</a>, naja</td>
<td><a href="mailto:mungsiddiqui@iobm.edu.pk">mungsiddiqui@iobm.edu.pk</a></td>
</tr>
<tr>
<td>Fee Installment</td>
<td><a href="mailto:masood.hassan@iobm.edu.pk">masood.hassan@iobm.edu.pk</a>, <a href="mailto:abid.ali@iobm.edu.pk">abid.ali@iobm.edu.pk</a>, <a href="mailto:muhammad.jamal@iobm.edu.pk">muhammad.jamal@iobm.edu.pk</a>, naja</td>
<td><a href="mailto:mungsiddiqui@iobm.edu.pk">mungsiddiqui@iobm.edu.pk</a></td>
</tr>
<tr>
<td>Insufficient balance</td>
<td><a href="mailto:masood.hassan@iobm.edu.pk">masood.hassan@iobm.edu.pk</a>, <a href="mailto:abid.ali@iobm.edu.pk">abid.ali@iobm.edu.pk</a>, <a href="mailto:muhammad.jamal@iobm.edu.pk">muhammad.jamal@iobm.edu.pk</a>, naja</td>
<td><a href="mailto:mungsiddiqui@iobm.edu.pk">mungsiddiqui@iobm.edu.pk</a></td>
</tr>
<tr>
<td>Financial Assistance / Scholarship</td>
<td><a href="mailto:mhsayeed@iobm.edu.pk">mhsayeed@iobm.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>For <strong>official internship</strong> request</td>
<td><a href="mailto:abdul.khalil@iobm.edu.pk">abdul.khalil@iobm.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>Any other issue regarding Registration</td>
<td><a href="mailto:asim.yousfi@iobm.edu.pk">asim.yousfi@iobm.edu.pk</a></td>
<td></td>
</tr>
<tr>
<td>• ID or login problem on IoBM Smartz</td>
<td><a href="mailto:cmshelpdesk@iobm.edu.pk">cmshelpdesk@iobm.edu.pk</a></td>
<td><a href="mailto:zohel.ali@iobm.edu.pk">zohel.ali@iobm.edu.pk</a></td>
</tr>
<tr>
<td>• Any other issue regarding IoBM Smartz</td>
<td><a href="mailto:cmshelpdesk@iobm.edu.pk">cmshelpdesk@iobm.edu.pk</a></td>
<td><a href="mailto:zafar.siddique@iobm.edu.pk">zafar.siddique@iobm.edu.pk</a></td>
</tr>
</tbody>
</table>

**NOTE:**

1. Please **DO NOT** send emails regarding registration to Executive Director, Mrs. Sabina Mohsin or to the President, IoBM, Mr. Talib S. Karim.

2. Send email **ONLY** to the concerned Staff or Department as mentioned above so that your issues are resolved promptly.