

# Institute of Management Sciences

<b>Established</b>	1977
<b>Academic Programs</b>	BBA (Morning/Evening), MBA/MS after BBA (Hons) MBA (Morning/Evening) MBA (Banking & Finance) MS leading to Ph.D. in Business Administration
<b>Enrollment</b>	See the relevant chart at the end
<b>Prerequisites</b>	<b>Undergraduate Programs</b> Intermediate  <b>Master Programs</b> B.A/B.Sc./B.Com or equivalent
<b>Faculty</b>	
<b>Professor</b>	
Dr. Muhammad Zafarullah Dr. Hayat M.Awan	<b>Director/Vice-Chancellor Coordinator MBA (Morning) Program</b>
<b>Assistant Professors</b>	
Dr. Muhammad Azeem Qureshi Dr. Muhammad Shaukat Malik Abdul Shakoor Khakwani Mrs. Ruhma Khan Muhammad Hassan Bucha Mr. Liaqat Javed Mrs. Sahar Khalil Syed Liaqat Ali Shah Mr. Muhammad Rizwan	(On Leave)  (On Study Leave) <b>Advisor Female Students (Morning)</b> (On study leave)  <b>Advisor Female Students (Evening)</b> Incharge MBA City Campus
<b>Lecturers</b>	
Mr. Nadeem Ahmad Sh. Mr. Muhammad Nauman Abbasi Mr. Zubair Ahmad Mrs. Farasat Kanwal Qureshi Mr. Kh. Khalid Mehmood	(On study leave)   (On Study Leave) <b>Coordinator, BBA (Hons) Program, Advisor Morning Students, Patron Executive Club</b>
Mr. Farhan Azmat Mir	<b>Coordinator, BBA IT(Hons) Program</b>

Mr. Javed Iqbal Ms. Fariha Bashir Mr. Haroon Hafeez Ms. Bushra Baig Ms. Qurat ul Ain Beenish Ms. Nousheen Sarwart	(On study leave) (On study leave)     <b>Coordinator of BBA (Evening) Program</b> <b>Coordinator of MBA(Evening) Program</b> <b>Advisor Evening Student, Patron Executive Forum</b> <b>Coordinator of MBA(IT) Program &amp; Incharge Examinations</b> <b>Coordinator, Internship &amp; Placement</b> Coordinator of MBA (Banking & Finance) Program <b>Coordinator, Research Project &amp; Course Allocation</b>
Ms. Javaria Ashfaq	
Mr. Mushtaq Khan	
Ms. Javaria Abbas Mr. Raza Ali	
Syed Khurram Shahzad	
Ms. Shumaila Tahir Ms. Khansa Masood Ms. Mehrunisa Sajjad	

## Introduction

To develop and provide professionally trained managers, Bahauddin Zakariya University, Multan established the Department of Business Administration in December, 1977 and classes for the first batch started on March 15, 1978. IMS is now one of the largest business school of the country with well over 1000 students and a permanent faculty of 30 teachers with a large complex of buildings providing all possible facilities at one place. These, together with the congenial environment offered by a very attractive University Campus, set in unspoiled countryside, will make most memorable stay at the Campus.

The goal of the Institute is to prepare students for a successful management career. Since its inception, the Institute has endeavored to give its students an education that enables them to face any challenge in their professional life. Up till now, more than 1700 students have graduated from the Institute who occupy middle and senior management positions in the hierarchy of national and multinational organizations.

### **Mission**

The Institute has a mission to impart quality education to the students to prepare them to take management positions for providing leadership in the complex world of business & industry. Our courses are offered with first rate facilities, designed to serve the needs of professional people.

The courses being offered at the Institute of Management Sciences are founded upon the conviction that complex management problems are best tackled using a coherent system approach. Study systems, in relation to their environment, combine the perspectives of different disciplines, and are concerned with the resolution of real world problems.

### **Our aims are:**

- to introduce the most up-to-date systems, theories and methods of decision making in Management
- to provide an appreciation of the complementary nature of different systems
- to enable students to make choices and decisions using systems approaches
- to develop an awareness of the wider impacts of those choices and decisions in the real life situation

### **Computer Education**

The Institute is first to offer computer education in whole of Southern Punjab. In 1984, a Certificate Course in Computer Applications was offered for the working people in the evening. This course was well received which led to its up-gradation to an advanced Post-Graduate Diploma (PGD) in Computer Programming and Systems Analysis. This program was later on upgraded to a full-fledged MBA (MIS) degree program.

### **Faculty of the Institute**

The permanent faculty of the Institute consists of 30 teachers out of which five teachers have Ph.D. degrees from reputed universities. The teachers are highly committed and motivated. Six teachers from the faculty of the Institute have gone abroad for higher education.

The Institute also has a large adjunct faculty, consisting of senior teachers of other departments as well as experienced executives from business and industry.

### **Facilities**

The Institute has incomparable facilities in terms of class rooms, library and computer labs. Its complex consists of large number of air conditioned well equipped class rooms, with latest furniture and audio-visual system. In each classroom Multi Media System facility is also provided to demonstrate the lectures and facilitate student projects and presentations. A video library containing seminars delivered by experts on various topics is available in the Business Information Center.

### **Executive Center**

Executive Center has been established in the Institute which provides state of the art facilities to the students. It contains a spacious lecture theatre, a student lounge, conference rooms and a "Business Information Center".

### **Business Information Center**

The Business Information Centre contains more than 9000 books on various subjects of Business Administration. A number of national and international journals are subscribed. A large number of journals pertaining to various titles of Business Administration are available online for free access of the students.

### **Computer Labs.**

The Institute has four modern computer labs equipped with latest breed of computers. Each lab also has multimedia facility. All the computers in the institute are connected through a networking system. To ensure their maximum exposure to the use of computing techniques in business all the students have ready and easy access to computers. Free internet facility is also provided to the students.

### **Institute's Bus Service**

The Institute has two buses which ply between the campus and the city. These buses provide pick and drop facility to the students throughout the day.

### **Journal of Business Management**

The Institute has launched an academic journal named "Journal of Business Management" which publishes research papers on issues of business, management & industry.

### **Management Link**

A magazine Management Link, of the IMS is published regularly containing quality work produced by the students in the form of articles, essays, short stories, poems, features etc. both in English as well as Urdu.

### **IMS News Letter**

Monthly News Letters are published highlighting the activities of the institute. They also update the students with the current changes and developments taking place in business and industry. The News Letter is circulated widely among industry and business institutions.

### **Executive Club/Executive Forum**

Executive Club and Executive Forum are student bodies of the Institute representing morning and evening students respectively. These student bodies conduct various

functions and seminars in the Institute and provide opportunities to their community to participate in academic and co-curricular activities and contribute through their creative ideas.

### Alumni

Zakariyan Business Graduates Alumni is functioning to look after the interests of the graduates passing out from the Institute, and work for the promotion of their alumni matters. The Alumni has more than 1500 members who elect an Executive Council and office bearers, every two years. A number of activities like conferences, seminars and social get-togethers are held at the forum. The Alumni also actively participate for the placement of the graduates and make efforts for the financial assistance of the students.

### Admissions

Admissions to all the Programs are made by the Institute's Admission Committee, according to the admission/merit criteria laid down by the University.

Prof. Dr. Hayat M. Awan	Chairman
Mrs. Sahar Khalil	Member
Mr. Zubair Ahmad	Member
Kh. Khalid Mehmood	Member
Mr. Muhammad Rizwan	Secretary

## Programs of Study Undergraduate Programs

Bachelor of Business Administration  
**BBA (Hons.) 4 Year (Morning/Evening)**

### Introduction

BBA (Hons.) 4 year Program consisting of eight (8) semesters has been designed to develop requisite skills necessary to acquire before taking up-higher level courses to be offered in MBA. The Program offers diversity of subjects in the related area, to develop mental faculties and broaden their vision.

The primary aim and underlying philosophy of the program is to focus on the promotion of management skills and competence by introducing students to some of the most contemporary ideas in the area of management. The importance of developing problem solving and communication skills is emphasized, which enable students to improve their understanding to deal with complex business issues. The program integrates the cutting edge knowledge with necessary background understanding of more traditional courses, i.e. Marketing, Accounting, Finance, MIS and Human Resource Management. Students on completion of BBA (Hons.) program will be eligible to apply for admission into MBA program.

### Scheme of Studies Available with the Department

### Areas of Specialization

#### (a) Finance

- 520 Analysis of Financial Statements
- 521 International Finance
- 522 Investment & Portfolio Management
- 523 Financial Institutions

- 524 Credit Management
- 525 Seminar in Finance
- 526 Insurance Management
- 527 Risk Management
- 528 Treasury Management
- 529 Islamic Banking & Finance
- 530 Auditing
- 531 Corporate Finance
- 532 Corporate Governance
- 600 Dissertation

#### (b) Marketing

- 540 Retailing
- 541 Distribution Management
- 542 Industrial Marketing
- 543 Brand Management
- 544 Global/International Marketing
- 545 Export Marketing
- 546 Sales Management
- 547 Marketing Research
- 548 Service Marketing
- 549 Integrated Marketing Communications (IMC)
- 550 Personal Selling
- 551 Cyber/Internet Marketing
- 552 Marketing of IT Products
- 553 Seminar in Marketing
- 600 Dissertation

#### (c) Management

- 570 NGO Management
- 571 Hotel Management
- 573 International Management
- 574 Seminar in Management
- 575 Knowledge Management
- 576 Change Management
- 577 Project Management
- 578 Organizational Development
- 579 Organizational Theory
- 580 Crisis Management
- 581 Logistics Management
- 582 Comparative Management
- 583 Health care Services Management
- 584 Education Management
- 585 Environmental Management
- 586 Hospital Management
- 587 Micro, Small & Medium Enterprises Management

600 Dissertation

**(d) Human Resource Management**

590 Strategic Human Resource Management  
 591 Cross-Cultural Resource Management  
 592 Training Interventions and Job Skills  
 593 Labour Laws in Pakistan  
 594 Human Resource Evaluation System  
 595 Industrial Relations Management  
 596 Incentives & Compensation Management  
 597 Recruitment and Selection  
 598 Leadership and Team Management  
 599 Micro Organizational Dynamics  
 611 Rural and Urban Dynamics  
 600 Dissertation

**(e) Management Information System (MIS)**

620 Computer Programming  
 621 System Analysis and Design  
 622 Database Management System  
 623 Object Oriented Programming  
 624 Visual Programming  
 625 Computer Networks  
 626 E-Commerce and Web Development  
 627 Seminar in MIS  
 628 Advance Database Administration  
 629 Expert System & Artificial Intelligence  
 600 Dissertation

**(f) Agri Business**

630 Agricultural Marketing  
 631 Agricultural Finance  
 632 Farm Management  
 633 Agricultural Price Analysis  
 634 Agriculture Support Business  
 635 Seminar in Agri-Business  
 600 Dissertation

**(g) Small Business Management**

445 Theory & Practices in Small Business  
 640 Marketing in Small Business  
 641 Seminar in Small Business Management  
 642 Supply Chain Management in Small Business  
 643 Small Business Finance

600 Dissertation

**(h) Hotel Management**

644 Hotel Services Marketing  
 645 Hotel Financing and Budgeting  
 646 Food and Beverages Management  
 647 Hospitality Management  
 648 Event/Conferences Management  
 600 Dissertation

**Division of Seats**

The detail of seats for admission to BBA(Hons) program is given in the enrollment chart at the end.

**Admission Criteria**

**Eligibility**

Applicants who have passed their Intermediate Examination or equivalent from a recognized Board or Institutions securing at least 45% Marks in aggregate are eligible to apply for admission in BBA(Hons).

Graduates are not eligible for admission in the BBA(Hons) program. Candidates who have done "A level" are required to submit IBCC equivalence certificate at the time of submission of application.

**Determination of Merit**

Merit will be determined on the basis of 30 percent weightage given to **customized Entry test for undergraduate programs of BZU conducted by NTS** and 70 percent weightage to marks obtained in Intermediate Examination or equivalent including 20 marks for Hifz-e-Quran.

**Requirements for award of BBA(Hons) programs Degree:**

**Degree Requirements**

The following are the essential requirements for the degree of BBA (Hons).

- i. Successful completion of **45** courses (each of 3 credit hours).
- ii) Business Internship: 6-8 weeks
- iii) Comprehensive Examination: Evaluation shall be made on the basis of Pass/Fail. There shall be no grading or marks for comprehensive examination.

**Postgraduate Programs  
 MBA-II after BBA (Hons.)  
 Program**

The MBA Program after 4 years BBA (Hons.) comprises of 10 courses (each of 03 credit hours), and a business project (6 credit hours) making a total of 36 credit hours. The student shall be awarded MBA Degree provided he/she shall pass all courses, business research project and qualifies comprehensive examination. Normal time for this degree program is 3-semesters but program can be completed in an additional two semesters.

**Scheme of Studies Available with the Department**

If a student opts for MS program, he will be required to complete a dissertation of 6 credit hours after regular period of one year of study (two semesters). Dissertation may normally be completed in an additional one year.

**Eligibility**

For admission to MBA class, the candidate is required to have at least CGPA of 2.2 in 4 year BBA(Hons)/BBA(IT)Hons.

## Determination of Merit

### MBA Program

Merit will be determined on the basis of 50 percent weightage to be given to **Customized Test for this program conducted by NTS** and 50 percent weightage to CGPA obtained in 4 year BBA(Hons)/BBA(IT)Hons.

### Degree Requirements

The following are the essential requirements for the degree of MBA.

- i. Successful completion of **10**(each of 3 credit hours) MBA courses individually, and successful completion of business research project of 6 credit hours.
- ii. Maintaining a minimum cumulative grade point average of 2.0 in all semesters and attaining a minimum CGPA of 2.2 at the end of third semester.
- iii. Passing comprehensive examination on completion of course work and business research project.

### MBA Program (3½ years)

The MBA Program offers a broad based knowledge in a number of business areas and prepares the students for versatile management careers. The full-time MBA program requires three and a half years or seven semesters of study in residence. The first four semesters prepare students to build management foundation broad enough to accommodate any field of specialization a student may wish to pursue later. After the completion of fourth semester, all students are required to undergo 6-8 week Internship during the summer vacation. Specialization options are offered in the 5th and 6th semesters. The students are required to complete the business research project (with

6 credit hours) in the 7<sup>th</sup> semester. Normal time for the completion of this program is 7 semesters but the program can be completed in an additional 3 semesters. In course work and special projects assigned by the faculty, the emphasis is on practical learning and the use of computer as a management tool.

The courses offered in the MBA program intend to create and build new skills in the areas of business, social sciences, economics and information technology by integrating a sound theoretical understanding of these areas with case studies, practical and project work.

## Specialization

### Marketing

This specialization offers students the opportunity to develop their skills, understanding and knowledge of the Marketing function both in terms of over all business policy and as a specialist field of activity. Particular attention is given to the Management of Promotion, Export Marketing and International Business and to the inter-relation between Marketing and Corporate Strategy.

### Finance

The objective of this specialization is to enhance the professional finance education of the students by relating their finance expertise to the wider issues of strategic planning and modern corporate finance. Given the importance of multi-national companies in the world economy, the option seeks to give students a thorough understanding of the role of international finance in strategic planning in the modern corporation. Different courses offered under this degree are designed to help students gain some understanding of how organizations effectively utilize their financial resources for achieving organizational goals.

## HRM

The role of Human Resource Management cannot be overlooked in any of the National and Multinational organization of today. Given the dynamic industrial environment, challenging working conditions and the growing demands of organizations on Individuals in terms of competences, the profession of HRM has achieved sharp growth in the recent years. Keeping in view the demand of HR professionals in the country Institute of Management Sciences has offered specialization in HRM since January 2008. The specialization courses in HRM are aimed at creating knowledge and skills among students pursuing this area regarding significant HR action plans like recruitment and selection, training methodologies, compensation systems and employee management relations etc. The detail of courses offered is provided in the program structure.

### Scheme of Studies Available with the Department

#### Areas of Specialization

(a)	Finance
520	Analysis of Financial Statements
521	International Finance
522	Investment & Portfolio Management
523	Financial Institutions
524	Credit Management
525	Seminar in Finance
526	Insurance Management
527	Risk Management
528	Treasury Management
529	Islamic Banking & Finance
530	Auditing
531	Corporate Finance
532	Corporate Governance
600	Dissertation



**(b) Marketing**

- 540 Retailing
- 541 Distribution Management
- 542 Industrial Marketing
- 543 Brand Management
- 544 Global/International Marketing
- 545 Export Marketing
- 546 Sales Management
- 547 Marketing Research
- 548 Service Marketing
- 549 Integrated Marketing Communications (IMC)
- 550 Personal Selling
- 551 Cyber/Internet Marketing
- 552 Marketing of IT Products
- 553 Seminar in Marketing
- 600 Dissertation

**(c) Management**

- 570 NGO Management
- 571 Hotel Management
- 573 International Management
- 574 Seminar in Management
- 575 Knowledge Management
- 576 Change Management
- 577 Project Management
- 578 Organizational Development
- 579 Organizational Theory
- 580 Crisis Management
- 581 Logistics Management
- 582 Comparative Management
- 583 Health care Services Management
- 584 Education Management
- 585 Environmental Management
- 586 Hospital Management
- 587 Micro, Small & Medium Enterprises Management
- 600 Dissertation

**(d) Human Resource Management**

- 590 Strategic Human Resource Management
- 591 Cross-Cultural Resource Management
- 592 Training Interventions and Job Skills
- 593 Labour Laws in Pakistan
- 594 Human Resource Evaluation System
- 595 Industrial Relations Management
- 596 Incentives & Compensation Management

- 597 Recruitment and Selection
- 598 Leadership and Team Management
- 599 Micro Organizational Dynamics
- 611 Rural and Urban Dynamics
- 600 Dissertation

**(e) Management Information System (MIS)**

- 620 Computer Programming
- 621 System Analysis and Design
- 622 Database Management System
- 623 Object Oriented Programming
- 624 Visual Programming
- 625 Computer Networks
- 626 E-Commerce and Web Development
- 627 Seminar in MIS
- 628 Advance Database Administration
- 629 Expert System & Artificial Intelligence
- 600 Dissertation

**(f) Agri Business**

- 630 Agricultural Marketing
- 631 Agricultural Finance
- 632 Farm Management
- 633 Agricultural Price Analysis
- 634 Agriculture Support Business
- 635 Seminar in Agri-Business
- 600 Dissertation

**(g) Small Business Management**

- 640 Marketing in Small Business
- 641 Seminar in Small Business Management
- 642 Supply Chain Management in Small Business
- 643 Small Business Finance
- 600 Dissertation

**(h) Hotel Management**

- 644 Hotel Services Marketing
- 645 Hotel Financing and Budgeting
- 646 Food and Beverages Management
- 647 Hospitality Management
- 648 Event/Conferences Management
- 600 Dissertation

**Division of Seats**

The detail of seats for admission to MBA program is given in the enrolment chart at the end.

**Admission Criteria****Eligibility**

For admission to MBA class, the candidate is required to have at least 45% Marks in B.A./B.Sc./B.Com. or equivalent.

**Determination of Merit****MBA Program**

Merit will be determined on the basis of 30 percent weightage to be given to **customized Entry test for graduate programs of BZU conducted by NTS** and 70 percent weightage to marks obtained in B.A./B.Sc./B.Com. or equivalent including 20 marks for Hifz-e-Quran.

**Degree Requirements**

The following are the essential requirements for the degree of MBA.

- i. Successful completion of **34** (each of 3 credit hours) MBA courses individually, and successful completion of business research project of 6 credit hours.
- ii. Maintaining a minimum cumulative grade point average of 2.0 in all semesters and attaining a minimum CGPA of 2.2 at the end of seventh semester.
- iii. Completion of 6-8 weeks internship in an industrial/business/commercial organization.
- iv. Passing comprehensive examination on completion of course work and business research project.

**Certificate Course**

Students can also register for a single course being offered as a part of Executive Program. The criterion for eligibility will be the same as in Executive Program except that there will be no admission test for the applicants of

certificate course. The candidates who will successfully complete the course will be issued certificate of passing the course. The candidates for certificate course will pay admission fee, registration fee and course fee. The maximum number of seats for the certificate course will be determined by the Institute.

## Program of Study MS in Business Administration

### Eligibility

For admission to MS class, the candidate is required to have at least CGPA of 3 in 4 year BBA(Hons)/BBA(IT)Hons/MBA/MBA(IT).

### Determination of Merit

Merit will be determined on the basis of 30 percent weightage to be given to **GAT/ Customized Test for this program conducted by NTS** and 70 percent weightage to CGPA obtained in 4 year BBA(Hons)/BBA(IT)Hons/MBA/MBA(IT).

### Degree Requirements

The following are the essential requirements for the degree of MBA.

- i. Successful completion of **10**(each of 3 credit hours) MS courses individually, and successful completion of thesis 6 credit hours.
- ii. Maintaining a minimum cumulative grade point average of 2.0 in all semesters and attaining a minimum CGPA of 2.2 at the end of second semester.
- iii. Passing comprehensive examination on completion of course work and dissertation.

---

### Scheme of Studies Available with the Department

---

## Area of Specialization

### Marketing

- 1- International Marketing
- 2- Advanced Topics in consumer Behaviour
- 3- Products Management
- 4- Current Issues in Marketing
- 5- Topics in Brand Management

### Finance

- 1- International Finance
- 2- Investment & Portfolio Management
- 3- Banking and Credit Markets
- 4- Risk Management and Insurance
- 5- Topics in Capital budgeting
- 6- Corporate Finance

### Management

- 1- Cases in Small Business & Entrepreneurship
- 2- Topics in Quality Management
- 3- Supply Chain Management
- 4- Technology Management
- 5- Current Issues in Management

### Human Resource Management

- 1- Strategies in Human Resource Management
- 2- Introduction to Corporate Human Resource Management
- 3- Labour Law & Industrial Relations
- 4- Current Issues in Human Resource Management
- 5- Work & Organizational Psychology

## Alfalah Institute of Banking & Finance:

Having focus on identification and fulfilment of diversified and latest needs of the industry and provision of quality education, Bahauddin Zakariya University has recently established 'Alfalah Institute of Banking & Finance' in collaboration with Punjab Government and Bank Alfalah Limited. The project has following objectives:

- To produce skilled financial experts to

fulfil the growing needs of Banking and Finance sectors.

- To collaborate with the financial sector in research and development to market new financial products.
- To offer refresher courses to the existing workforce in the financial sector.
- To keep the financial sector abreast of the new developments by organizing seminars, symposia, workshops and conferences on various issues of national and international importance.
- To maintain and strengthen a direct linkage between Institute and Bank Alfalah to ensure fulfilment of future requirements of financial experts.

## Program of Study MBA (Banking & Finance) Program – 3½ Years

### Introduction

This program has been designed to impart focused professional education in the field of banking. The participants of this program will have an in-depth understanding of the core banking functions and allied subjects critical for executive development. This is a self-financed seven semesters-based degree.

---

### Scheme of Studies Available with the Department

---

### Division of Seats

The detail of seats for admission to MBA(Banking & Finance) program is given in the enrolment chart at the end.

### Admission Criteria

#### Eligibility

For admission to MBA (Banking & Finance) class, the candidate is required to have at least 45% Marks in B.A/B.Sc./B.Com. or equivalent.

- The upper age limit for a candidate on the last date fixed for receipt of application for admission is 26 years.

**In case of a bank employee, the prerequisites are:**

- At least 45% Marks in B.A./B.Sc./ B.Com or higher degree qualification
- Maximum age will be 40 years.
- At least 2 years experience of scheduled bank
- Nomination from the Regional Office / Head Office
- Last pay slip duly verified by the authorized officer of the bank

**Determination of Merit**

Merit for admission in MBA (Banking & Finance) program will be determined on the following basis:

**Customized Entry test for graduate programs of BZU conducted by NTS** 30%  
Marks obtained in B.A./B.Sc./ B.Com. or equivalent, 70%  
(including 20 marks for Hifz-e-Quran.)

**Degree Requirements**

The following are the essential requirements for the degree of MBA (Banking & Finance).

- Successful completion of **34** MBA (Banking & Finance) courses individually, each course carrying at least three credit hours and a business research project of **6** credit hours.
- Maintaining a minimum cumulative grade point average of 2.0 in all semesters and attaining a minimum CGPA of 2.2 at the end of seventh semester
- Completion of 6-8 weeks internship in an industrial/business/commercial organization.
- Passing comprehensive examination on completion of course work.

## MBA Program after 16 years of non-business education

### Scheme of Studies Available with the Department

#### Division of Seats

The detail of seats for admission to MBA program is given in the enrolment chart at the end.

#### Admission Criteria

##### Eligibility

For admission to MBA class, the candidate is required to have at least 16 years of non-business education with minimum 45% Marks in the last degree.

##### Determination of Merit

##### MBA Program

Merit will be determined on the basis of 30 percent weightage to be given to **customized Entry test for graduate programs of BZU conducted by NTS** and 70 percent weightage to marks obtained in the last degree including 20 marks for Hifz-e-Quran.

##### Degree Requirements

The following are the essential requirements for the degree of MBA.

- Successful completion of **22** (each of 3 credit hours) MBA courses individually, and successful completion of business research project of 6 credit hours.
- Maintaining a minimum cumulative grade point average of 2.0 in all semesters and attaining a minimum CGPA of 2.2 at the end of fifth semester.
- Completion of 6-8 weeks internship in an

industrial/business/commercial organization.

- Passing comprehensive examination on completion of course work and business research project.



## Department of Commerce

**Established** 1996

### Academic Programs

#### A- Undergraduate:

- I- BS (Accounting and Finance)
- II- BS (Commerce)

#### B- Masters:

- I- 2-Year Master of Science in Accounting and Finance (M.Sc. A & F)
- II- 3-Year Master of Science in Accounting and Finance (M.Sc. A & F)
- III- Master in Commerce (M.Com.)

**Enrollment** See the relevant chart at the end

### Prerequisites

**BS (Accounting and Finance),  
BS (Commerce)**  
FA/F.Sc./DBA/D.Com/A-levels/ICS and equivalent qualification from a recognized Institution/Board of Intermediate and Secondary Education.

**2-Year Master of Science in Accounting and Finance**  
B.Com, BBA

**3-Year Master of Science in Accounting and Finance**  
B.A, B.Sc.

**Master in Commerce**  
B.Com, BBA

### Faculty

#### Professor

Dr. Mujahid Ali (Chairman)

#### Associate Professor:

Dr. Muhammad Mutahir Iqbal

#### Assistant Professor:

Mr. Allah Bakhsh Khan  
Mr. Muhammad Aamir (Male Students' Advisor)

Mr. Asif Yaseen

#### Lecturers:

Mrs. Rehana Kousar  
Mr. Muhammad Umer Quddoos (On Leave)  
Mrs. Khawar Naheed  
Mrs. Farheen Zahra Hussain  
Kh. Asif Mahmood  
Mr. Farasat Ali Shahzad  
Mr. Zeeshan Mahmood  
Mrs. Neelam Ali (Female Students' Advisor)  
Mrs. Seerat Fatima  
Mr. Aneel Saeed  
Ms. Ammara Akram  
Mr. Saifullah Qureshi

### Introduction

To meet the challenges at the national level and to cater the needs of the society, the department was established in 1996. Department is running a number of undergraduate and graduate programs. Outstanding academic achievements and disciplined environment are the prominent features of the Department.

### Admissions:

Admissions are conducted by the following departmental admission committee according to the admission criteria laid down by the university.

### Admission Committee (Undergraduate Programs)

Dr. Muhammad Mutahir Iqbal	Chairman
Mrs. Rehana Kousar	Secretary
Mrs. Farheen Zahra	Member
Mr. Aneel Saeed	Member
Mr. Saifullah Qureshi	Member

## Programs of Study (Undergraduate Programs)

### I- BS (Accounting & Finance) (Evening Program)

#### Scheme of Studies Available with the Department

##### Division of Seats

Chart 1 shows the break up of seats for admission to BS Program.

##### Admission Criteria:

##### Eligibility:

Applicants must possess at least FA/F.Sc./DBA/D.Com/A-levels/ICS or equivalent qualification with a minimum of second division (45% Marks or Grade C in case of semester system of examinations) from a recognized Institution/Board of Intermediate and Secondary Education to be eligible for admission in BS (A&F) program. Holders of A level and other similar certificates will provide an Equivalence Certificate issued by IBCC.

##### Determination of Merit:

Merit shall be determined on the basis of 30% weightage allocated to marks obtained in the NAT and 70% weightage to marks obtained in the intermediate or equivalent examinations including 20 marks for Hifz-e-Quran.

## II- BS (Commerce) (Evening Program)

#### Scheme of Studies Available with the Department

##### Division of Seats

Chart 1 shows the break up of seats for admission to BS (Commerce).

##### Admission Criteria:

##### Eligibility:

Applicants must possess at least FA/F.Sc./DBA/D.Com/A-levels/ICS and equivalent qualification with a minimum of second division (45% Marks or Grade C in case of semester system of examinations) from a recognized Institution/Board of Intermediate and Secondary Education to be eligible for admission in BS (Commerce) program. Holders of A level and other similar certificates will provide an Equivalence Certificate issued by IBCC.

##### Determination of Merit:

Merit shall be determined on the basis of 30% weightage allocated to marks obtained in the NAT and 70% weightage to marks obtained in the intermediate or equivalent examinations including 20 marks for Hifz-e-Quran.

## Graduate Programs

##### Admissions:

Admissions are conducted by the following departmental admission committee according to the admission criteria laid down by the university.

### Admission Committee (Postgraduate Programs)

Dr. Muhammad Mutahir Iqbal	Chairman
Mr. Allah Bakhsh Khan	Secretary
Mr. Muhammad Aamir	Member
Kh. Asif Mahmood	Member
Mrs. Seerat Fatima	Member
Ms. Ammara Akram	Member

## Programs of Study

### I- 2-Year M.Sc. (Accounting & Finance)

#### Morning Program

The program is intended to enable the students to understand the dynamics of modern systems of accounting and financial techniques. Having done this, the students would be in a position to adjust themselves in various business organisations in the fields of accounting and finance.

#### Scheme of Studies Available with the Department

##### Division of Seats

Chart 1 shows the break up of seats for admission to MSC Program.

##### Admission Criteria:

##### Eligibility:

Candidates are required to have secured at least 45% marks in B.Com. or Grade "C" in BBA

##### Determination of Merit:

Merit shall be determined on the basis of 30% weightage allocated to marks obtained in the NAT and 70% weightage to marks obtained in the B.Com/BBA or equivalent examinations including 20 marks for Hifz-e-Quran.

### **3-Year M.Sc. (Accounting & Finance for B.A/B.Sc)**

(Evening Program)

This program is intended to open new avenues of professional growth for those students who have no background in accounting & finance related subjects. This is an innovative program which will allow non accounting graduates to enter into professional core of accounting & finance. The first year will focus on setting a solid foundation in the core areas of accounting & finance and the supporting areas of quantitative skills, economics and business communication. In the remaining two years, students will build upon the skills learned in the first year and reach a level of respectable competence in the core subjects. We expect these graduates to provide a new breed of leaders for business and industry.

#### **Eligibility:**

Applicants must have passed BA/BSc with a minimum of second division (45% marks).

#### **Determination of Merit**

Merit shall be determined on the basis of 30% weightage allocated to marks obtained in the NAT and 70% weightage to marks obtained in the BA/BSc including 20 marks for Hifz-e-Quran.

### **II- Master in Commerce (M.Com.)**

(Evening Program)

Master in Commerce allows the students to specialize in field of business and commerce. The program is expected to contribute towards the provision of skilled and specialized personnel for various business organisations.

---

#### **Scheme of Studies Available with the Department**

---

#### **Division of Seats**

Chart 1 shows the break up of seats for admission to M.Com Program.

#### **Admission Criteria:**

#### **Eligibility:**

Candidates are required to be at least a Graduate (B.Com./BBA) with a minimum of 2nd Division (45% marks in B.Com. and grade "C" in BBA).

#### **Determination of Merit:**

Merit shall be determined on the basis of 30% weightage allocated to marks obtained in the NAT and 70% weightage to marks obtained in the B.Com/BBA or equivalent examinations including 20 marks for Hifz-e-Quran.

#### **Notes:**

1. All courses carry a weight of 3 credit hours except Research Project, which carries 6 credit hours. However it will be compulsory to pan the non-credit course.
2. Every student shall have to undergo 6-8 weeks Internship in an industrial/commercial organization as a degree requirement. The internship would carry no weightage towards the calculation of CGPA.
3. Passing comprehensive examination (on completion of course work and internship) is also a degree requirement.
4. Age of candidate should not exceed 26 years for graduate degree program and 24 years for undergraduate program on the last date of the receipt of applications.

5. Any other requirement laid down in semester rules or as decided by university from time to time will be applicable.
6. Department reserves the right to change the class timings of any program.

## B. Z. University

# Gillani Law College

<b>Established</b>	1971
<b>Academic Programs</b>	1. B.A./LL.B. (Hons.) (5-Year) 2. LL.B (3-Year) (Morning/Evening) Semester System
<b>Enrollment:</b>	See the relevant chart at the end.
<b>Prerequisites:</b>	1. FA/F.Sc./"A" Level for B.A./LL.B (Hons.) (5-Year) 2. B.A./B.Sc./B.Com. for LL.B. (3-Year Semester System) (Morning/Evening)

### Faculty

#### Principal

#### Visiting Foreign Professor

Dr. Rubya Mehdi

#### Assistant Professor

Muhammad Saleem Sheikh

#### Lecturers

Javed Iqbal Joiya  
 Imtiaz Ahmed Khan (On Study Leave)  
 Muhammad Asif Safdar  
 Rao Imran Habib  
 Ch. Tariq Ali Dhawla  
 Faiz Bakhsh Malik  
 Muhammad Bilal  
 Miss Samza Fatima

### Introduction

The B.Z. University Gillani Law College, one of the pioneer educational institutions of the city was established in January, 1971, by the Anjuman-e-Islamia, Multan. In pursuance of the Government's policy to nationalize the educational institutions, the College was taken over by the Education Department on 1st September, 1972. The Government provided curricular programs as well as administrative and financial assistance to the College. The administrative control and

management of the College was integrated with Bahauddin Zakariya University as its constituent College. Keeping in view the public demand for providing specialized training in the field of Labour and Taxation Law, Diploma class in Labour laws was started in 1983-84 session, and Diploma in Taxation Law in 1986-87.

The Gillani Law College has its own Library containing text books, reference books and law journals. The students can borrow books, from the library according to the rules prescribed by the University. At present Law Moots are arranged by a committee comprising of the Principal or a whole or part-time teacher and students secretaries. The speakers of each moot are selected by the presiding teacher. Opportunity is given to the largest possible number of students to take active part in moots. Efforts are also being made to enhance the research activity.

The College had no building of its own. The worthy Vice-Chancellor took keen interest in this regard and got the P.C. 1 of the same prepared. The P.C. 1 for new building has been approved by the HEC and Planning Commission of Pakistan. The foundation stone of new building of the college was laid down by the Prime Minister Syed Yousaf Raza Gillani on 05.05.2008.

The new building is being constructed keeping in view the needs of the College for next 50 years. It will have latest requirements for law students which inter alia includes.

- I. Modern Computer Laboratory.
- II. Vast & Rich Library.
- III. Law moot Court room.
- IV. Dispute Resolution Centre etc.

The college will provide facilities of teaching & research at postgraduate level and following departments will be established:-

- I. Department of Justice & Pakistani Laws.
  - II. Department of Economics & Law.
  - III. Department of Corporate Law.
  - IV. Department of comparative studies & Islamic Law
- i) The program will be LL.B 3 Years with six semesters being offered in the morning and evening at B.Z.U. Gillani Law College.
  - ii) There will be admission of 70 including 10 in service candidates (Government employees) with one section (see the break-up of seats in relevant chart) (Evening Program)

- iii) The medium of instruction and examination will be English.
- iv) In evening program there will be no hostel facility to the students.
- v) The students will be charged the fee structure as given in the relevant fee and due schedule at the end.
- vi) The upper age limit for Fresh Graduates will be 26 years while there will be no upper age limit for In-Service candidates however they will have to produce N.O.C. or Study Leave (which ever is applicable under B. Z. University admission rules) from their respective departments before getting the Challan forms to deposit the dues.
- vii) Seats reserved for Fresh and In-Service candidates are inter convertible (if necessary), while other reserved seats will not be converted into any other category.

### Admissions

Admissions are conducted by the following College Admission Committee according to the admission criteria laid down by the University.

### Determination of Merit

#### For B.A./LL.B (Hons) 5-Years

Marks in F.A./F.Sc. / 'A' Level + 20 Marks for Hifz-e-Quran.

#### For LL.B. 3-Years (Morning/Evening)

Marks in B.A./B.Sc / B.Com + 20 Marks for Hifz-e-Quran.

### Admission Committee

	Chairman
Mr. Muhammad Saleem Sheikh	Member
Muhammad Asif Safdar	Member
Rao Imran Habib	Member
Faiz Bakhsh Malik	Secretary

### Admission Committee

(Evening Programme)

Mr. Muhammad Saleem Sheikh	Chairman
Faiz Bakhsh Malik	Member
Mr. Javed Iqbal Joiya	Secretary

### Programs of Study

The Gillani Law College is offering two programs i.e., B.A./LL.B(Hons.) (5-years) & LL.B 3-Years (Morning/Evening), comprising 10 and 6 semesters respectively. The detail of these programs is given below:-

### B.A./LL.B (Hons.) (5-Year) Program

#### Scheme of Studies Available with the Department

### LL.B (3-Year Semester System) Program (Morning/Evening)

#### Scheme of Studies Available with the Department

### Division of Seats

The break up of seats for all the above programs is given in the Chart at the end.

**Note:** The candidate once admitted will not be entitled to claim the refund of the fee paid for the seat on special admission charges and other dues, except library security.