

The Imperial College of Business Studies, Lahore.



ADMISSION POLICY

(Revised)

(Undergraduate)

2022 & Onward

THE IMPERIAL COLLEGE OF BUSINESS STUDIES, LAHORE

(Chartered under Imperial College of Business Studies Ordinance 2002, Punjab Ordinance no. XIX, 2002)

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1. Policy Statement

- 1.1** Admissions at ICBS are offered on merit to every student irrespective of nationality, gender, ethnic background, creed, socio-economic status or any other factor.
- 1.2** ICBS welcomes applicants from Overseas. Such students shall have to provide No Objection Certificate (NOC) from the Higher Education Commission of Pakistan (HEC) / Government of Pakistan along with required documents.
- 1.3** Applicants seeking admission in ICBS are required to fulfill all admission requirements for their respective programs.
- 1.4** Applicants shall have to qualify the Entry Test / Aptitude test or Interview as per requirement of the program or requirement from Accreditation Council.
- 1.5** All admissions shall remain provisional till verification of relevant academic documents and removal of deficiency, if any. A nominal fee can be charged for verification of academic documents. A-Level qualified applicants must provide IBCC Equivalence Certificate.

2. Type of Admission

2.1 Regular Admission

Student is admitted on regular basis if he/she fulfills all the eligibility criteria as per rules of ICBS.

2.2 Provisional Admission

Result awaiting student will be admitted provisionally in ICBS. When applicant fulfills all the eligibility criteria, (submission of candidate result / any other document relevant to admission) his/her admission will be considered as regular admission. Students have no right to take any legal action against the ICBS if he/she does not fulfill the criteria.

Students who fail to meet the Institute admission eligibility requirements before the final exams of their First Semester must withdraw their admission immediately. In cases where the student does not withdraw his/her admission and his/her ineligibility for admission is identified by the Institute at any stage, the Institute will cancel the admission with immediate effect.

Result awaiting applicants are required to submit an undertaking for the provisional admission along with the application.

Provisional admission shall be confirmed after the verification of academic documents of the student from the relevant BISE/University/DAI, as the case may be. Verification process shall be completed preferably before the mid of first semester.

2.3 Bi annual admissions

ICBS will admit the students on biannual admission basis (Spring and Fall Semester).

2.4 Admission Morning, Evening and Weekend

Any department can offer Evening / weekend program after fulfillment of requirements as per ICBS rules or accreditation council relevant program at all level of qualification subject to fulfillment of the requirement for Human / Infrastructure / Physical Resources. Student must visit the ICBS website for the details of evening / weekend programs offered at ICBS at the time of admission.

2.5 Admission on Migration Basis

2.5.1 Admission is granted on the basis of migration if the applicant fulfills all the requirements as per admission rules of ICBS.

2.5.2 ICBS strictly follows the HEC rules for the migration / migration of credit hours mentioned below:

- ICBS transfers the credit hour of the migrated students as per criteria given by HEC for all the Chartered Higher Education Institutes of Pakistan.
- Credits are transferred on course to course basis.
- No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.

2.5.3 Migration Process

The determination of acceptability of credit for course work completed at another recognized Degree Awarding Institution (DAI) is made solely at the discretion of ICBS. The evaluation of any course work or examination from another Institution for acceptance by the Institute will be based only on an official transcript from the institution originally offering the course work or examination. A credit transfer fee shall be charged as per approved from Finance and Planning Committee of ICBS. The following procedure for the transfer of Credit Hours and Transfer of Student are as follow:

2.5.3.1 Transfer of Credit Hours Transfer

The application for transfer of credit hours shall be submitted by the student along with the following documents.

- An official transcript showing course title, course credit hours, grades, obtained marks, total marks, etc.
- The course outline and teaching plan of the course.

2.5.3.2 Transfer Procedure

- All the eligibility criteria of ICBS must be completed for the transfer.
- Principally the maximum credits for work done before joining the ICBS will be considered only up to 40% of the undergraduate and MS / M.Phil. Programs to which the application is being made.
- Students should earn 60 credit hours in undergraduate transfer case and 15 credit hours for the MS / M.Phil. Programs.
- Transferred / exempted courses will be reflected on the Transcript. However, grades earned from other institutions will not count towards CGPA computation by ICBS.
- Transfer of Credit Hours as per policy of HEC.
- Exemption / Acceptance of credit transfer to a student's academic curriculum shall be determined by the Equivalence Committee of the concerned department and approved in the Board of Studies of the Department.

2.6 Equivalence Committee

2.6.1 Equivalence Committee shall be constituted and notified by the Rector.

2.6.2 The Committee shall comprise three senior faculty members of the department,

headed by the senior members who are to decide for the exemption / acceptance of the courses / credit hours.

3. Processing of Admission

Admission Committee is responsible for admission to undergraduate & postgraduate for on-campus or Online admissions. Admission office is a part of Registrar Office, shall coordinate with all departments of the ICBS and the Registrar office.

3.1 Advertisement in Newspapers, ICBS Website, and other media

Admission Advertisement shall be published in National Newspaper and advertisement uploaded on ICBS website / or adopt any mode. The offered programs in ICBS along with their eligibility criteria display on website. Important dates will also be mentioned in print and electronic media e.g., Test / interview/ Reserve seats interview, display of merit lists and all admission schedule.

3.2 Online/Manual Form Submission

E-Prospectus will be uploaded on ICBS Website (www.imperial.edu.pk) along with the admission schedule, Admission form, provisional admission affidavit, Instruction for Students for downloading and uploading form, Scholarship Form and any other require data. All candidates who are interested in the admission will apply manually or online for the admission in ICBS.

It is instructed to the applicants to read the instructions carefully and fill the admission form as per instructions uploaded on the ICBS website or in E-Prospectus and upload all the relevant documents as per procedure provided. (*Attested photocopies of all documents (High resolution), will be uploaded or submitted by the applicant.*)

3.3 Scrutiny of forms

All the forms should be scrutinized by concerned department under the supervision of Director of Admission.

3.4 Eligible Candidates for Test/ Interview

Aptitude Test / Entry Test / interview will be conducted as per requirement of the discipline, HEC and Accreditation Councils. Lists of qualifying applicants for will be uploaded on ICBS website or pasted on the Notice Board of admission office. Candidates who will qualify the basic eligibility criteria of the concerned department shall appear in Test & Interview on the prescribed date / schedule uploaded on ICBS website or pasted on the notice boards of Admission office.

3.5 Display of Final Merit Lists

Final Merit Lists will be generated through MIS and will be displayed on ICBS website and pasted on the notice boards of Admission office.

3.6 Fee Submission

The regular and provisionally selected students shall download Fee Challan from the ICBS website or get their Fee Challan directly from the admission office and deposit their fee in any branch of Muslim Commercial Bank / or any other bank approved by ICBS throughout the country directly or online. The students who will not deposit the fee on time, their seats will be cancelled & next Merit will be displayed.

4. Commencement of Classes

Commencement of classes will be as per Academic Calendar of the session, and it will also be displayed on the ICBS website, Admission notice board and in all relevant departments. The admission office will issue the Roll Number and Registration Number.

Every admitted student will be registered and enrolled as per ICBS rule.

- The Classes of undergraduates of admitted students will commence according to the Academic Calendar of the ICBS or schedule advertised in the Newspaper and the ICBS website.
- The ICBS will display a list of the provisionally selected candidates on the ICBS website and pasted on the notice board of admission office also.
- The selected candidates will pay / deposit admission fee and other dues within the notified dates, otherwise their admission will automatically stand cancelled, if they do not get an extension from the admission office.
- Transfer of online admission form from one department to another will be done. if the candidates applies for the said discipline on the following conditions:
 - If falls on departmental merit list.
 - The seat is available in the concerned department.

4.1 Student's Enrollment in Faculty of Engineering and Technology

- Total strength of students in Faculty of Engineering and Technology as per approved by the Accreditation Council of Pakistan.
- Total strength of students in Architecture Engineering as per approved by the Accreditation Council of Pakistan.
- Seats in other departments can be increased or decreased depending upon the available physical resources, and human resources *etc.* as approved by the competent authority.

4.2 Induction Weightage in Engineering & Technology

Induction Weightage strictly followed as given by the Accreditation Councils.

Pakistan Engineering Council

- 60% weightage of F.Sc. or Equivalent / ICS / DAE / B.Sc.
- 30% to Entry Test.

National Engineering Council

- 70% weightage of F.Sc. or Equivalent / ICS / DAE / B.Sc.
- 30% to Entry Test.

4.3 Programs offered by the ICBS

The ICBS offers the following BS (4 Years) Degree programs in the Faculties mentioned below:

1. Faculty of Business Administration
2. Faculty of Computer Sciences
3. Faculty of Engineering and Technology
4. Faculty of Arts, Social Sciences, and Humanities.

1. Faculty of Engineering & Technology

1. B.Sc. Electrical Engineering
2. B.Sc. Civil Engineering
3. B.Sc. Mechanical Engineering
4. B.Sc. Electrical Engineering Technology
5. B.Sc. Civil Engineering Technology
6. B.Sc. Mechanical Engineering Technology
7. B.Sc. Biomedical Engineering Technology
8. B.Sc. Architectural Engineering Technology
9. B.Sc. Software Engineering Technology

2. Faculty of Computer Sciences

1. BS Computer Science
2. Bachelor of Information Technology
3. BS Data Science
4. BS Artificial Intelligence
5. Associate Degree in Computer Science (2 Years Degree Program)

3. Faculty of Business Administration

1. Bachelor of Business Administration (BBA)
2. BS Supply Chain Management
3. BS Accounting and Finance
4. Bachelor of Commerce B. Com (Honors)
5. BS Public Administration
6. Executive Master of Business Administration (EMBA)
7. Associate Degree in Business Administration (2 Years Degree Program)

4. Faculty Arts, Social Sciences & Humanities

1. BS Economics
2. BS Urdu
3. BS Pakistan Studies
4. BS Islamic Studies
5. BS English literature
6. Bachelor of Architecture (5 Years Degree Program)
7. Associate Degree in Arts (2 Years Degree Program)

5. Eligibility Criteria of Undergraduate Programs:

1. Eligibility criteria should be advertising and uploaded on ICBS website for information

FACULTY OF ENGINEERING & TECHNOLOGY		
Sr.	Program	Eligibility Criteria
1.	B.Sc. Electrical Engineering	F.Sc. (Pre-Engineering) / DAE (Electronics/Electrical) / B.Sc. (Math, Physics, Chemistry) with 60% are eligible to apply, Qualifying the ICBS Entry Test
2.	B.Sc. Mechanical Engineering	F.Sc. (Pre-Engineering) / DAE (Mechanical) / B.Sc. (Math, Physics, Chemistry) with 60% are eligible to apply. Qualifying the ICBS Entry Test
3.	B.Sc. Civil Engineering	F.Sc. (Pre-Engineering) / DAE (Civil) / B.Sc. (Math, Physics, Chemistry) with 60% are eligible to apply. Qualifying the ICBS Entry Test
4.	B.Sc. Electrical Engineering Technology	50% marks in F.Sc. (Pre-Engineering) or equivalent qualification A-Level/ICS/DAE/B.Sc. (Excluding Sports and Hafiz-e-Quran) Qualifying the ICBS Entry Test
5.	B.Sc. Mechanical Engineering Technology	50% marks in F.Sc. (Pre-Engineering) or equivalent qualification A-Level/ICS/DAE/B.Sc. (Excluding Sports and Hafiz-e-Quran) Qualifying the ICBS Entry Test
6.	B.Sc. Civil Engineering	50% marks in F.Sc. (Pre-Engineering) or equivalent

	Technology	qualification A-Level/ICS/DAE/B.Sc. (Excluding Sports and Hafiz-e-Quran). Qualifying the ICBS Entry Test
7.	B.Sc. Bio Medical Engineering Technology	50% marks in F.Sc. (Pre-Engineering / Pre-Medical) or equivalent qualification A-Level/ICS/DAE/B.Sc. (Excluding Sports and Hafiz-e-Quran). Qualifying the ICBS Entry Test Deficiency: Student with pre-Engineering / pre-medical must have to pass deficiency courses in mathematics / biology of 6 credit hours in 1 st two semesters.
8.	B.Sc. Architectural Engineering Technology	50% marks in F.Sc. (Pre-Engineering) or equivalent qualification A-Level/ICS/DAE/B.Sc. (Excluding Sports and Hafiz-e-Quran). Qualifying the ICBS Entry Test
9.	B.Sc. Software Engineering Technology	50% marks in F.Sc. (Pre-Engineering) or equivalent qualification A-Level/ICS/DAE/B.Sc. (Excluding Sports and Hafiz-e-Quran). Qualifying the ICBS Entry Test
Note: UET Entry Test also acceptable.		

FACULTY OF COMPUTER SCIENCES		
Sr.	Program	Eligibility Criteria
1.	BS Computer Science	The minimum requirements for admission in a Bachelor degree program in Computer Science and Information Technology is at least 50% marks in Intermediate (HSSC) examination with Mathematics or equivalent qualification with Mathematics certified by IBCC. Deficiency: Student with pre-medical must have to pass deficiency courses in mathematics of 6 credit hours in 1 st two semesters.
2.	BS Information Technology	
3.	BS Data Science	a) At least 50% marks in Intermediate (HSSC) examination with Mathematics or equivalent qualification with Mathematics, certified by IBCC. OR b) At least 50% marks in Intermediate (HSSC) examination with Pre-Medical or equivalent qualification, certified by IBCC. Deficiency: Student with pre-medical must have to pass deficiency courses in mathematics of 6 credit hours in 1 st two semesters.
4.	BS Artificial Intelligence	
5.	Associate Degree in Computer Science	Those students who have completed 12 years of Education (B.Sc. Pre-medical/Pre-engineering), / F.A, ICS, I.Com, General Science)

FACULTY OF BUSINESS ADMINISTRATION		
Sr.	Program	Eligibility Criteria
1.	Bachelor of Business Administration (BBA)	F.A. (Mathematics / Statistics / Economics) / F.Sc (Pre-medical & Pre-engineering) / ICS/I.Com/A-level and Equivalent
2.	BS supply Chain Management	
3.	BS Accounting and Finance	
4.	Bachelor of Commerce (B. Com (Hons))	
5.	BS Public Administration	

6.	EMBA	16 year of education with 03 year of Professional Experience
7.	Associate Degree in Business Administration	Those students who have completed 12 years of Education (B.Sc. (Pre-medical / Pre-engineering), / F.A, ICS, I.Com, General Science)

FACULTY ARTS, SOCIAL SCIENCES & HUMANITIES		
Sr.	Program	Eligibility Criteria
1.	BS Economics	General Science, F.Sc (Pre-medical/Pre-engineering), ICS (Physics/ Economics/ Statistics), I.Com and F.A with Economics & A-level with economics are eligible to apply.
2.	BS Urdu	F.A. / F.Sc. / I.Com / ICS / DAE / A-Level certificate or equivalent with minimum 40% marks.
3.	BS Pakistan Studies	
4.	BS Islamic Studies	
5.	BS English literature	
6.	Bachelor of Architecture	1) Intermediate or A-Level (12 years of Education) with combination of any three (03) of the following subjects: Mathematics, Physics, Chemistry, Biology, Computer Sciences, Statistics, Fine Arts, Economics, Psychology, and Sociology. 2) 2 nd Division in Intermediate. 3) Qualifying the ICBS Entry Test / UET Test also acceptable

Note: All degree programs offered at ICBS are run under semester system

1. The students are not allowed to change their major subjects unless they have applied for multiple programs and without the consent of the concerned HOD. They can change major and minor subjects within one week working days after commencement of regular classes. No application for the change of subjects will be entertained after one week working days after commencement of classes.
2. Supplementary cases are eligible to apply for provisional admission after completion of his/her certification or degree they are considering as a regular student. In case of the applicant not clear the supplementary examination his / her admission stands cancelled. Applicants do not reserve the right for any legal action against the institute.

6. Reserved Seats

6.1 Disability

2% seats are reserved for the disabled and handicapped applicants. Physical disability means disability that cannot be rectified by any equipment. Being short sighted and hard of hearing does not fall under the definition of disability for admission purpose. The candidates must online submit the certificate of their physical disability duly signed by the Medical Superintendent or Deputy Superintendent of any Government Hospital with their forms. Disable quota in case of Engineering & Technology Faculty as per criteria of Accreditation Councils.

6.2 Sports Basis

2% seats are reserved on sports basis. The candidate must attach their Certificates of Board, Division and District level sports competitions and then may appear for sports trail on the dates duly notified on ICBS website.

6.3 Other Provinces Seats

Twenty-four (24) seats are reserved for the students of other provinces *i.e.*, 04 for Sindh, 04 for Balochistan, 04 for Khyber Pakhtoon Khwa (KPK), 04 for Gilgit Baltistan and 08 seats for FATA.

6.4 Backward Region Seats

Five (05) seats are reserved for the backward regions of Punjab like Rajanpur & D.G Khan

6.5 ICBS Teaching and Non-Teaching Staff

1. 1% seats are reserved for the children's of ICBS teaching staff on inter-se-merit
2. 1% seats are reserved for the children's of ICBS non-teaching on inter-se-merit.

6.6 Foreign / Overseas Students seats

Twenty (20) additional seats are reserved in BS programs for Foreign and Overseas Students. The foreigner and overseas student's seats can be decrease or increase with the approval of competent authority. The candidates selected on these seats shall pay US Dollars (\$) per annum.

6.7 Minority Quota

Minority quota will be awarded as per instructions of Government of Punjab at all level of qualification.

7. Scholarships

ICBS offered different scholarships to the students for the promotion of education. Categories of these scholarships are as under:

1. Merit Based
2. Need Based
3. Martyred / Army / Police officers
4. Sports Based
5. Quarantine Based (in case of quarantine circumstances)
6. Natural Disaster Effectives

8. Terms & Conditions

- 8.1 General conditions for admission against these reserved seats as per rules and terms of ICBS.
- 8.2 The candidates from the provinces other than Punjab have to route their application for the reserved seats to the ICBS admission through the concerned Provincial Government along with domicile certificate within due date mentioned in the ICBS website.
- 8.3 The candidates from foreign countries have to route their application for admission through the concerned embassy and Higher Education Commission, Islamabad within due date. Pakistani dual nationals can apply directly.

9. Online Admission Forms Requirements

- 9.1 The candidates must read E-Prospectus carefully and apply online at the ICBS website www.imperial.edu.pk
- 9.2 Applicant registered him / herself on the website.
- 9.3 Download the Admission Form, filled it and submit.
- 9.4 Applicant has to upload the attested photocopies of the following documents with the online

Admission Form:

- Matriculation Certificate / Equivalent (Attested)
- Intermediate Certificate / Equivalent (Attested)
- Provisional / Character Certificate from the Head of the Institution last attended. (Attested)
- Domicile Certificate. (Attested)
- CNIC/Form B. of the candidate (Attested)
- Monthly Income Certificate of Father / Guardian. (only applicable for need base applicant for Scholarship)
- Passport size photographs.
- CNIC/Form B. of the candidate's Father / Guardian. (Attested)

9.5 In case of Foreign / Overseas Candidate:

- Attested photocopy of Foreign Passport / Residential Permit.
 - Forwarding letter from the concerned embassy and Higher Education Commission, Islamabad.
1. There is no boundary of age limit for admission in any programme as per notification of HEC with reference No. 1-3/AD-QA/HEC/NQAC(21)/2016/53 Dated: March 18, 2016.
 2. After payment of dues online, the candidate shall get his/her Roll No. and section assigned in LMS of ICBS.
 3. The selected candidates will be admitted provisionally and the Verification Committee of the ICBS, Lahore will make final admission after the verification of the documents. If at any stage after the admission it comes to the knowledge of the authorities that the documents presented by the candidate are fake or there is a misstatement or clerical error in the documents, his/ her admission will be cancelled and applicant / student do not reserve the right for any legal action.