

CONSENT LETTER

To,
The Director - Talent Hunt Program
IBA Karachi

SUBJECT: CONSENT LETTER FOR JOINING THE IBA IT NTHP ORIENTATION PROGRAM BATCH 2019

I, Mr./MsS/O - D/O; Mr.....

Registered by seat #.....hereby confirm my participation in the IBA IT National Talent Hunt Program Orientation training for approx. two months i.e. from **June 10, 2019 to July 28, 2019** at the IBA Main Campus, Karachi.

I will abide by all the instructions provided by the Talent Hunt Program department from time to time.

Sincerely,

Seat No. : _____ App. No.: _____

Candidate Name: _____

Father/Guardian Name: _____

CNIC Number (Candidate): _____

Father / Guardian CNIC Number: _____

Contact Number (Candidate): _____

Contact Number (Father/Guardian): _____

Candidate Signature:

Father/Guardian Signature:

General Instructions of Talent Hunt Program–Batch 2019

Students are forewarned that while at IBA Karachi they should NOT associate themselves with any of the following activities. Indulging in any of the following activities will be taken as a misdemeanor / act of indiscipline and breach / violation of the IBA students Code of Conduct which would lead to award of appropriate penalty to the concerned person(s);

- ✓ Failing to comply with laid down/ instructed rules /regulations or instructions /orders.
- ✓ Giving false information or willful suppression of information, cheating or deceiving.
- ✓ Participating in ragging, physical abuse of another person, or conduct which threatens or endangers another, or making verbal or physical threats which cause reasonable apprehension of harm.
- ✓ Use of indecent/foul language, threatening, cursing or harassing a fellow student or any member of the IBA. Immoral behavior / negative behavior that interferes with activities authorized, sponsored by IBA, or is in breach of any rule of public morals, such as; Use of immodest dress or failing to comply with the dress code.
- ✓ Disorderly behavior, such as shouting, abusing, quarrelling, theft, fraud, fighting, physical assault and insolence on the campuses or hostels of IBA.
- ✓ Disrupting or disturbing the proceedings of a class including showing reluctance to follow / comply with the instructions of the teacher.
- ✓ Use of cell phone including texting, attending phone call is forbidden in classroom and lab sessions.
- ✓ Attendance in each class will be taken daily by the teacher/ mentor as soon the class starts.
- ✓ Late comers are promptly marked “**Absent**” even if they are late by one minute.
- ✓ Poor performance in the class and in the test/exams will disqualify student from the scholarship program.
- ✓ All the students who will be attending training in Batch 2019 will appear in the IBA admission test held on July 07, 2019 for BBA/BS(AF)/BS(SSLA) and on July 28, 2019 for BS(CS/EM) admissions. Invitation for the second training for HSSC-I students in the year 2019 is subject to availability of funds/continuity of projects.

Any student found indulging in any of the acts mentioned above or violating the above-said rules of ‘**General OR Academic Conduct**’ will be reported to Director –Talent Hunt Program by any IBA faculty / staff / student who observes the violation. The concerned student will be called and provided an opportunity to explain his/her position, and if found guilty, he/she can be penalized by award of one or more of the following penalties;

- a. Monetary fine
- b. Letter of apology solicited from the student and parent.
- c. Suspension from the **Talent Hunt Orientation Program –Batch 2019**
- d. Cancellation of Admission and expulsion from the program and institute
- e. Any other consequence as the committee may deem fit

I have read all the above-mentioned Rules & Regulations of Talent Hunt Program and undertake to abide by these rules and regulations and will do my best to prove myself a good Student.

My other particulars are as under:

Seat No. : _____ App. No.: _____

Candidate Name: _____

Father/Guardian Name: _____

CNIC Number (Candidate): _____

Father / Guardian CNIC Number: _____

Contact Number (Candidate): _____

Contact Number (Father/Guardian): _____

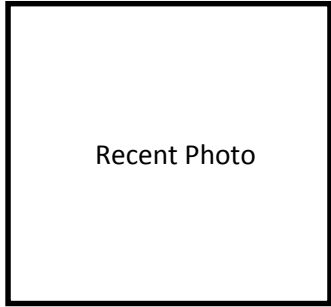
Candidate Signature: _____

Father/Guardian Signature: _____



IBA Hostel

Institute of Business Administration APPLICATION FOR HOSTEL ROOM ALLOTMENT



The, **Superintendent IBA Hostel**
University Road Karachi.

Dear Sir,

I, _____ S/o:D/o. _____ student of
IBA-Talent Hunt Program- Batch 2019; Program Seat # _____, Program applied in the **IBA TALENT HUNT PROGRAM – BATCH 2019** want to stay at the hostel during the **THP Orientation program** training at IBA Karachi.

I have read the Rules & Regulations of IBA Hostel as stated in the 'Hostel Brief' and undertake to abide by these rules and regulations and will do my best to prove myself a good resident of the hostel. My other particulars are as under:

(Signature of the applicant)

Email address: _____ Cell phone# _____

Blood group: _____ CNIC No: _____

Permanent address: _____

Emergency Contact Details:

Name _____ Relationship _____

Email address: _____ Cell phone# _____

CNIC No: _____

Permanent Address: _____

Father/ Guardian Signature

For Office Use only

Recommended / Not Recommended

Director- Talent Hunt programs

For Hostel In-charge:

Room/ Hall No.....available for Allotment / Dormitories Accommodation Available in Room.

Signature Hostel In-charge

Brief on IBA Hostels (General Instructions)

During stay at the IBA Hostel, residents are required to abide by hostel rules, failing which they may risk expulsion both from the Hostel and the IBA. Do note the following excerpts of hostel regulations:

- i. Residents shall be under the disciplinary control of the Superintendent.
- ii. Residents shall sign a receipt of Hostel property in their rooms and shall be responsible for any loss or damage.
- iii. Residents are not allowed to change their rooms of their own accord, or allow a guest to stay overnight with them.
- iv. Residents shall not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures anywhere in the Hostel without prior approval of the Superintendent/Registrar.
- v. Residents should not disturb fellow residents by playing music or any instruments at a high volume, or cause any other discomfort.
- vi. Silent hour should be maintained strictly after 11:00 p.m. in the Hostel so that residents can devote time to studies.
- vii. Residents are not allowed to use electrical appliances, except a Laptop.
- viii. Residents are advised in their own interest not to keep expensive articles or valuables in their safe custody and Hostel Management will not be responsible for any loss/damage.
- ix. Smoking is prohibited in IBA Campus and Hostel premises.
- x. Residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession. Non-observance of this rule shall be severely dealt with. Residents who are found in intoxicated condition may be expelled from the Hostel immediately.
- xi. Residents once expelled from the Hostel shall not be admitted again or allowed to stay in the Hostel.
- xii. Residents shall be under obligation to conform to all the rules and regulations that may be enforced in the Hostel from time to time.
- xiii. All residents should be in the Hostel by 11:00 p.m.
- xiv. All residents should ensure that persons visiting them fill in the necessary particulars in the Visitors' Book.
- xv. No private parties or functions can be arranged by individuals or groups without the prior permission of the Hostel Superintendent and Director THP.**
- xvi. Residents are requested not to enter into any conflict with the any other students or employees of the Hostel. The complaints against the student's/ Hostel staff should be brought to the notice of the Hostel in-charge/Superintendent.
- xvii. No resident(s) shall be allowed to take any crockery into his/her room.
- xviii. No resident shall open the door of another resident's room without his/her permission.
- xix. All cases of illness should be immediately reported to the IBA Hostel In-charge, who shall make necessary arrangements for medical help.

The IBA hopes your stay in the Hostel is comfortable and pleasant and facilitated by the services provided for your convenience.

Student Name:

Seat #

Signature:

Mobile #

UNDERTAKING FORM

I am able to clear Assessment test & Panel Interview for IBA NTHP, I undertake that I will follow the below mentioned terms & Conditions:

Terms & Conditions for the TALENT HUNT PROGRAM STUDENTS

If **ENROLLED** for the Orientation Training Program under the **Talent Hunt Program** scheme, I assure
A. you that I will join and complete the training program based on **two months**.

At the time of **reporting** for the two-months Orientation Training Program, I assure you that I will submit my **ORIGINAL DOCUMENTS** i.e. **MATRIC (MARKSHEET/CERTIFICATE), HSSC Level-I (MARKSHEET/CERTIFICATE), HSSC Level-II (MARKSHEET/CERTIFICATE), DOMICILE, B-FORM**. If I
B. unable to submit my original documents at the time of Joining, the THP Office has the right to cancel my application and ask me to leave the program on immediate basis.

In case of **leaving for the short period** during the Training Program for the purpose to appear for the
C. **Practical exam**, I will assure that I will report to the THP department with the proof of appearing in the Practical Exam to be conducted by the Board of Secondary & Intermediate Education of Pakistan.

In case of leaving for the short period during the Orientation Training Program for the purpose of appearing in the Entrance Exam of Other Universities, I will assure that I will report to the THP
D. department with the proof of appearing in the Entrance Exam to be conducted by the other universities. In addition to that, I will also inform the THP Department at the time of Joining about my interest for appearing in other Universities during the two-months orientation training program.

I assure that I have provided true information relevant to my academic and financial background
E. and IBA has right to verify it by any means and may ask for any other information or documents.

In case, I **leave the program** during my two-month stay at IBA, I will pay my **Orientation Training fee**
F. which includes **Hostel Accommodation, Mess Expense, & Stipend** spent on me.

HOSTEL ACCOMMODATION:

Hostel accommodation is facility provided on case to case basis not a right. I understand that if I have been provided **HOSTEL/ MESS** facilities during my stay at IBA, I will abide all the Hostel rules and
G. regulations. If any disciplinary issue arises and noticed by the Hostel Warden/ Superintendent, management has the right to cancel my HOSTEL / MESS facilities and ask me to vacate the Hostel immediately. In addition, Rs.5000/- will also charge as a fine.

UNDERTAKING FORM

MENTOR/ FACULTY REGULAR SESSIONS:

- If I am selected in the **ORIENTATION TRAINING PROGRAM**, I will **abide all rules** to take the regular
- H. sessions of Faculty Members and Mentors on the mentioned timeslots as mentioned in the TIMETABLE.
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- I. If any problem arises while understanding the Faculty / Mentor sessions, I will consult with the concerned faculty member/ mentor to discuss and resolve the problem.
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- J. I assure you that during the regular sessions of FACULTY MEMBER/ MENTOR, I will switch-Off my mobile and neither I will use it during the session. If I found with this act, Faculty member/ Mentor/ THP Department has the right to **confiscate my mobile** and ask me to leave the session. The THP Department will return the mobile at the end of program.

DISCIPLINARY Action:

- K. If any disciplinary issue arises and noticed by the THP Department or by the Faculty Member/ Mentors, the THP department has the right to cancel my Application and ask me to leave IBA.
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- L. If any disciplinary issue arises and noticed by the IBA Management, The THP department have the right to stop my MESS, HOSTEL and STIPEND for any duration of program.
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- M. If I do not follow the **RULES & REGULATIONS and Instruction given by** THP Department on time to time basis, THP office and IBA has the right to take disciplinary action against me.

I () agree / () do not agree with the above terms & Conditions.

APPLICATION NO. : <hr/> Student Name: <hr/> CNIC Number (Student): <hr/> Contact Number (Student): <hr/> Date: <hr/> Student's Signature: <hr/>	Father's / Guardian's Name: <hr/> CNIC Number (Father's / Guardian): <hr/> Contact Number (Father's / Guardian): <hr/> Signature (Father's / Guardian): _____ <hr/> <p style="font-size: small;"><i>As a ()Guardian / ()Father, I understand the terms & Conditions and assure you that the applicant will abide by all rules mentioned above.</i></p> <p>(TICK THE Appropriate relation with the applicant)</p>
This portion must be sign by student.	This portion must be sign by Father/ Guardian. Attach CNIC of Father/ Guardian