Registration Form



PAKISTAN INSTITUTE OF MANAGEMENT

***Diplomas / Certification for Professional Development***

*One Recent Photograph*

|  |  |
| --- | --- |
| **Program Title:** |  |
| **Program Starting Date:**  |  |

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| Name *(block letters)*  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Father’s / Husband’s Name *(block letters)*  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| National Identity Card No. |  |  |  |  |  | - |  |  |  |  |  |  |  | - |  |

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| --- |
| Gender: *Male Female Date of Birth:*  |
|  Home address:  |
|  |
| Telephone No. Cell No.  |
| E-mail:  |
| Business address: |
|  |
| Telephone No. Fax No. |
| Total experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Which address should be used in any future correspondence with you? *(Please tick box)* |
|  Home Business Other *(please specify):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Employment Record:****(Name of Organization)**  | **Business Activity** | **Your Title & Department** | **Period of Employment** |
|  |  |  |  |
|  |  |  |  |

**LAST EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution** | **Year** | **Subject** | **Qualifications** | **Grade/CGPA** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Professional or other post-graduate certification** | **Year** |
|  |  |
|  |  |

STATEMENT OF RULES & REGULATIONS

**ATTENDANCE**

Students are required to attend regularly all lectures, computer laboratory sessions, seminars and fieldwork as may be specified. In case, a student accumulates more than the allowed number of absences, he will not be eligible for the Diploma for Professional Development.

The provision of absences is only for emergencies. This cannot be used on the first day of the Diploma or before the final examination.

A student is allowed a maximum of 6 absences during the entire Diploma.

Students are required to be in time for their sessions. After 10 minutes of the start of class, the entrant will be marked late.

Only 6 late attendances will be allowed.

It is expected that the students will maintain proper dress code at all times.

**WITHDRAWAL FROM THE DIPLOMA**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

**CONDUCT AND DISCIPLINE**

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to PIM’s code of conduct.

**EVALUATION AND GRADING**

The performance of participants is evaluated through continuous observation of the student’s performance in the Diploma – the extent to which he/she participates in discussions and the case studies and exercises.

There will be quizzes, three monthly hourly exams and final exam at the end of the program. The total marks for passing the Diploma will be 60 out of a total of 100 marks.

Participants, who do not meet attendance or any other eligibility criteria, will not be allowed to appear in the final examination.

In the rating of participants, the following grading plan is used:

**A 87 - 100**

**B+ 81 -86**

**B 72 - 80**

#### C+ 66 - 71

#### C 60 - 65

**F below 60 (failed)**

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. PIM reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will only be given a Certificate of Attendance.

**NOTE**: 1. Incomplete forms will not be entertained.

2. Organization’s letter must accompany with this form, if financed by your employer.

3. Please attach copies of qualification / experience certificates.

4. PIM reserves the right to reject any candidate without assigning any reason.

I hereby stand committed to the above information provided by me as true and accurate and agree to accept the terms and conditions of this Program.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION:**